

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

<u>CLOSING DATE</u>	:	19 May 2023
<u>NOTE</u>	:	N.B. Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the CORRECT references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note: Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. Those who have previously applied for the re-advertised posts may re-apply. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications).

MANAGEMENT ECHELON

<u>POST 15/203</u>	:	<u>DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/APRIL/23/80</u> (Re-Advertisement)
<u>SALARY</u>	:	R1 105 383 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Ehlanzeni District Office, Mbombela (Nelspruit)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) as recognized by SAQA in Public Administration / Management. At least five (5) years' relevant experience at a middle / senior managerial level. Valid driver's licence. Knowledge, skills and competencies: Knowledge of the Constitution of South Africa, Public Service Act, 1994 as amended, Public Service Regulations, 2016 as amended, Skills Development Act, Employment Equity Act, Basic Conditions of Employment Act, Occupational Health and Safety Act and any other relevant prescripts. Change management. Good negotiating, decision making, interpersonal and time management skills. Computer literacy. Conflict management, client orientation and customer focus. A pro-active thinker with excellent decision

- making skills. Ability to communicate and implement strategic objectives within an overall provincial framework. Verbal and written communication skills.
- DUTIES** : To provide corporate service in the district and health facilities. Manage and render human resource management and development. Render Auxiliary Services. Manage and coordinate gender and transformation programmes. Manage and coordinate the provision of government information and communication technology services. Manage the provision of legal services. Manage the provision of security services. Manage the provision of communication services. Manage and coordinate transformation and transversal projects. Coordinate the delivery of laundry support services. Manage the provision of records and logistical services.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za

OTHER POSTS

- POST 15/204** : **MEDICAL OFFICER GRADE 1-3: (REPLACEMENTS) REF NO: MPDOH/APRIL/23/81 (X2 POSTS)**
- SALARY** : R906 540 - R1 491 627 per annum, (Depending of years of experience in terms of OSD).
- CENTRE** : Standerton Hospital (Gert Sibande District)
Mapulaneng Hospital (Ehlanzeni District)
- REQUIREMENTS** : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2023) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Obstetrics & Gynaecology, Neuro Surgery, Anaesthesiology, Urology and ENT will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: No experience required after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Grade 2: A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Grade 3: A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of eleven (11) years relevant experience after registration with a recognised foreign health profession council and / or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge, competency and skills in general clinical domains. The ability to work under supervision as an efficient team member. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.
- DUTIES** : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with

clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained.

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APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 15/205 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): CRITICAL CARE (REPLACEMENT) REF NO: MPDOH/APRIL/23/82**

SALARY : R431 265 – R497 193 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Witbank Hospital (Nkangala District)

REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in an Critical Care Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Critical Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 15/206 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): OPERATING THEATRE (REPLACEMENT) REF NO: MPDOH/APRIL/23/83**

SALARY : R431 265 – R497 193 per annum, (Depending of years of experience in terms of OSD).

CENTRE : Witbank Hospital (Nkangala District)

REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Operating Theatre Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.

<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Operating Theatre Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 15/207</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): PAEDIATRIC (REPLACEMENT) REF NO: MPDOH/APRIL/23/84</u>
<u>SALARY</u>	:	R431 265 – R497 193 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Witbank Hospital (Nkangala District) Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in an Paediatric Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Paediatric Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 15/208</u>	:	<u>ASSISTANT DIRECTOR: OFFICE OF THE HOD (REPLACEMENT) REF NO: MPDOH/APRIL/23/85</u>
<u>SALARY</u>	:	R424 104 per annum, (plus service benefits)

<u>CENTRE REQUIREMENTS</u>	: Provincial Office, Mbombela (Nelspruit) : Senior Certificate / Grade 12 plus Diploma / Degree in Public Administration / Management or equivalent qualification. At least 3 to 5 years' relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 7/8). At least 3-5 years' relevant experience as Secretary in the office of the Senior Manager. Excellent MS Office skills. Experience in working in the Executive Office will be an added advantage. Good verbal and written communication skills. Logical and innovative thinking abilities. Must be able to pay attention to details. Must be prepared to work under pressure and for long hours. Sound understanding of and the ability to grasp the public service policies and regulation including the Public Service Act, PFM, and Treasury Regulations administration related policies and initiative. Knowledge of executive office management policies will be an added advantage. Good report writing skills. Proven ability to plan, manage and delegate as well as monitor public administrative functions. Innovative, analytical, and creative thinking. Knowledge of budget planning and control. Computer literacy. Valid driver's licence.
<u>DUTIES</u>	: Responsible for the co-ordination of administrative function in the Office of the Head of Department. Co-ordinate meetings with stakeholders or institutions. Maintain an orderly and efficient system of reception, administration, office information system and archives in the Office of the HOD. Receive, acknowledge, and channel correspondence relating to the Office of the HOD to the relevant components for further attention. Make follow ups where necessary. Facilitate the gathering of information and prepare and submit reports as required. Maintain office expenditure records. Maintain a database of important contact numbers.
<u>ENQUIRIES</u>	: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	: Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 15/209</u>	: <u>RADIOGRAPHER GRADE 1 (REPLACEMENT) REF NO: MPDOH/APRIL/23/86</u>
<u>SALARY</u>	: R359 622 – R408 201 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	: Witbank Hospital (Nkangala District) : Senior Certificate / Grade 12 plus an appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) (2023). Grade 1: SA Qualified employees: None after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees: One (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in SA. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.
<u>DUTIES</u>	: Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female patients, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages), Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure correct identification of patient image (name, lead markers etc). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of students Implement quality assurance programs for quality service delivery, Check/test radiation equipment and report faults, apply reject analysis, Adhere to policies and protocols.

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- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za
- POST 15/210** : **ADMINISTRATIVE OFFICER: PATIENT ADMINISTRATION REF NO: MPDOH/APRIL/23/87 (X9 POSTS)**
- SALARY CENTRE** : R294 321 per annum, (plus service benefits)
: Shongwe Hospital, Barberton Hospital, Matikwana Hospital, Tintswalo Hospital, Tonga Hospital, Lydenburg Hospital, Rob Ferreira Hospital, Themba Hospital and Mapulaneng Hospital (Ehlanzeni District)
- REQUIREMENTS** : Senior Certificate / Grade 12 plus three (3) years' experience in Patient Administration or Diploma / Degree in Public Administration / Management or equivalent qualification. Extensive knowledge of outpatient administration, reception in and help desk functions. Extensive knowledge of PEIS, Billing system and UPFS user guide/procedure book. Knowledge of Revenue policies and understanding of sector financial administration and the provisions of PFMA. Knowledge of relevant prescripts such as Government Gazette. Good communication skill, report writing skills be computer literate and have ability to work under pressure. Be available to work extra hours in a 24-hour shift environment and be part of the hospitals multidisciplinary committees. A valid driver licence will serve as an added advantage.
- DUTIES** : Manage patient admin in a 24 hours shift system, manage and sustain internal control for collection of revenue, process debtors account, banking of revenue collected, excising control over the maintenance and application of the filing system for medical records, facilitate proper classification and re-classification of patients, compile management, reports, manage archiving of patient records, evaluation of staff in terms of the performance management system. Prepare on / off duties for staff including ward clerk. Control overtime, stand-by and Sunday/public holiday claims. Control queue Marshall, porter and mortuary services. Handle enquiries relating to patient admin, assist with case management and compile daily, weekly and monthly statistics and reports.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
- APPLICATIONS** : Departmental Online Application System: www.mpuhealth.gov.za
- POST 15/211** : **ADMINISTRATIVE OFFICER: PATIENT ADMINISTRATION REF NO: MPDOH/APRIL/23/88 (X8 POSTS)**
- SALARY CENTRE** : R294 321 per annum, (plus service benefits)
: Amajuba Memorial Hospital, Carolina Hospital, Embhuleni Hospital, Bethal Hospital, Evander Hospital, Standerton Hospital, Piet Retief Hospital and Ermelo Hospital (Gert Sibande District)
- REQUIREMENTS** : Senior Certificate / Grade 12 plus three (3) years' experience in Patient Administration or Diploma / Degree in Public Administration / Management or equivalent qualification. Extensive knowledge of outpatient administration, reception in and help desk functions. Extensive knowledge of PEIS, Billing system and UPFS user guide/procedure book. Knowledge of Revenue policies and understanding of sector financial administration and the provisions of PFMA. Knowledge of relevant prescripts such as Government Gazette. Good communication skill, report writing skills be computer literate and have ability to work under pressure. Be available to work extra hours in a 24-hour shift environment and be part of the hospitals multidisciplinary committees. A valid driver licence will serve as an added advantage.
- DUTIES** : Manage patient admin in a 24 hours shift system, manage and sustain internal control for collection of revenue, process debtors account, banking of revenue collected, excising control over the maintenance and application of the filing system for medical records, facilitate proper classification and re-classification of patients, compile management, reports, manage archiving of patient records, evaluation of staff in terms of the performance management system. Prepare on / off duties for staff including ward clerk. Control overtime, stand-by and Sunday/public holiday claims. Control queue Marshall, porter and

		mortuary services. Handle enquiries relating to patient admin, assist with case management and compile daily, weekly and monthly statistics and reports.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 15/212</u>	:	<u>ADMINISTRATIVE OFFICER: PATIENT ADMINISTRATION REF NO: MPDOH/APRIL/23/89 (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R294 321 per annum, (plus service benefits)
	:	Impungwe Hospital, Witbank Hospital, Middelburg Hospital, Mmamethlake Hospital, KwaMhlanga Hospital and Waterval Boven & H A Grove Hospitals Cluster (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus three (3) years' experience in Patient Administration or Diploma / Degree in Public Administration / Management or equivalent qualification. Extensive knowledge of outpatient administration, reception in and help desk functions. Extensive knowledge of PEIS, Billing system and UPFS user guide/procedure book. Knowledge of Revenue policies and understanding of sector financial administration and the provisions of PFMA. Knowledge of relevant prescripts such as Government Gazette. Good communication skill, report writing skills be computer literate and have ability to work under pressure. Be available to work extra hours in a 24-hour shift environment and be part of the hospitals multidisciplinary committees. A valid driver licence will serve as an added advantage.
<u>DUTIES</u>	:	Manage patient admin in a 24 hours shift system, manage and sustain internal control for collection of revenue, process debtors account, banking of revenue collected, excising control over the maintenance and application of the filing system for medical records, facilitate proper classification and re-classification of patients, compile management, reports, manage archiving of patient records, evaluation of staff in terms of the performance management system. Prepare on / off duties for staff including ward clerk. Control overtime, stand-by and Sunday/public holiday claims. Control queue Marshall, porter and mortuary services. Handle enquiries relating to patient admin, assist with case management and compile daily, weekly and monthly statistics and reports.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 15/213</u>	:	<u>ADMINISTRATIVE OFFICER: REVENUE REF NO: MPDOH/APRIL/23/90 (X9 POSTS)</u>
<u>SALARY CENTRE</u>	:	R294 321 per annum, (plus service benefits)
	:	Shongwe Hospital, Barberton Hospital, Matikwana Hospital, Tintswalo Hospital, Tonga Hospital, Lydenburg Hospital, Rob Ferreira Hospital, Themba Hospital and Mapulaneng Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior certificate / Grade 12 with Mathematics / Accounting plus three (3) years experience in Revenue collection and Patient Administration or Diploma / Degree in Financial / Accounting Management or Auditing. Knowledge and understanding of government prescripts and procedures related to financial management. Clear understanding of the PFMA, Treasury Regulations, Division of Revenue Act, PPPFA Act, PPPFA Regulations, Uniform Patient Fees Schedule and ICD 10 Codes, Public Service Act, PSR Regulations. Computer certificate in MS Word, Excel and PowerPoint. Good communication and presentation skills. Conflict resolution. Knowledge of PMDS and supervision skills. Report writing skill and ability to interact with people at all levels. Valid driver's licence. Knowledge of PERSAL may serve as an advantage. Ability to function both independently and in a multi-disciplinary team. Sound knowledge of Government policies and functional responsibilities of the department. Problem solving skills.
<u>DUTIES</u>	:	To manage and render Revenue management, bookkeeping and administration services. Establish and implement internal control systems to enhance revenue collection and debt management. Ensure the effective implementation of the PFMA and Treasury Regulations. Ensure effective

compliance with the best practices in revenue management. Update and enhance norms and standard in Revenue Section. Manage and monitor implementation of financial systems and control. Provide accurate information in preparation of financial statements. Facilitate internal and internal auditing. Management financial management quality control and systems. Maximise and coordinate revenue collection in terms of various sources of revenue in the hospital. Supervision of subordinates.

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APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 15/214 : **ADMINISTRATIVE OFFICER: REVENUE REF NO: MPDOH/APRIL/23/91 (X8 POSTS)**

SALARY CENTRE : R294 321 per annum, (plus service benefits)
: Amajuba Memorial Hospital, Carolina Hospital, Embhuleni Hospital, Bethal Hospital, Evander Hospital, Standerton Hospital, Piet Retief Hospital and Ermelo Hospital (Gert Sibande District)

REQUIREMENTS : Senior certificate / Grade 12 with Mathematics / Accounting plus three (3) years experience in Revenue collection and Patient Administration or Diploma / Degree in Financial / Accounting Management or Auditing. Knowledge and understanding of government prescripts and procedures related to financial management. Clear understanding of the PFMA, Treasury Regulations, Division of Revenue Act, PPPFA Act, PPPFA Regulations, Uniform Patient Fees Schedule and ICD 10 Codes, Public Service Act, PSR Regulations. Computer certificate in MS Word, Excel and PowerPoint. Good communication and presentation skills. Conflict resolution. Knowledge of PMDS and supervision skills. Report writing skill and ability to interact with people at all levels. Valid driver's licence. Knowledge of PERSAL may serve as an advantage. Ability to function both independently and in a multi-disciplinary team. Sound knowledge of Government policies and functional responsibilities of the department. Problem solving skills.

DUTIES : To manage and render Revenue management, bookkeeping and administration services. Establish and implement internal control systems to enhance revenue collection and debt management. Ensure the effective implementation of the PFMA and Treasury Regulations. Ensure effective compliance with the best practices in revenue management. Update and enhance norms and standard in Revenue Section. Manage and monitor implementation of financial systems and control. Provide accurate information in preparation of financial statements. Facilitate internal and internal auditing. Management financial management quality control and systems. Maximise and coordinate revenue collection in terms of various sources of revenue in the hospital. Supervision of subordinates.

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APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 15/215 : **ADMINISTRATIVE OFFICER: REVENUE REF NO: MPDOH/APRIL/23/92 (X5 POSTS)**

SALARY CENTRE : R294 321 per annum, (plus service benefits)
: Impungwe Hospital, Witbank Hospital, Middelburg Hospital, Mmamethlake Hospital and KwaMhlanga Hospital (Nkangala District)

REQUIREMENTS : Senior certificate / Grade 12 with Mathematics / Accounting plus three (3) years experience in Revenue collection and Patient Administration or Diploma / Degree in Financial / Accounting Management or Auditing. Knowledge and understanding of government prescripts and procedures related to financial management. Clear understanding of the PFMA, Treasury Regulations, Division of Revenue Act, PPPFA Act, PPPFA Regulations, Uniform Patient Fees Schedule and ICD 10 Codes, Public Service Act, PSR Regulations. Computer certificate in MS Word, Excel and PowerPoint. Good communication and presentation skills. Conflict resolution. Knowledge of PMDS and supervision skills. Report writing skill and ability to interact with people at all

levels. Valid driver's licence. Knowledge of PERSAL may serve as an advantage. Ability to function both independently and in a multi-disciplinary team. Sound knowledge of Government policies and functional responsibilities of the department. Problem solving skills.

DUTIES : To manage and render Revenue management, bookkeeping and administration services. Establish and implement internal control systems to enhance revenue collection and debt management. Ensure the effective implementation of the PFMA and Treasury Regulations. Ensure effective compliance with the best practices in revenue management. Update and enhance norms and standard in Revenue Section. Manage and monitor implementation of financial systems and control. Provide accurate information in preparation of financial statements. Facilitate internal and internal auditing. Management financial management quality control and systems. Maximise and coordinate revenue collection in terms of various sources of revenue in the hospital. Supervision of subordinates.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 15/216 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: MPDOH/APRIL/23/93 (X30 POSTS)**

SALARY : R239 682 – R269 730 per annum, (Depending of years of experience in terms of OSD).

CENTRE : **Mbombela Sub-district (9):** KaNyamazane CHC, Sand River Clinic, Clau-Clau Clinic, Hazyview Clinic, Manzini Clinic, Kaapmuiden Clinic, Louieville Clinic, Glen thorpe Clinic and Lows Creek Clinic.
Bushbuckridge Sub-district (7): Marite Clinic, Cottondale Clinic, Maviljan Clinic, Islington Clinic, Arthursstone Clinic, Shatale Clinic and Casteel Clinic.
Nkomazi Sub-district (9): Mbangwane Clinic, Steenbok Clinic, Block C Clinic, Masibekela Clinic, Ntunda CHC, Schoemansdal Clinic, Phiva Clinic, KaMhlushwa Clinic and Mzinti Clinic.
Thaba Chweu Sub-district (5): Sabie Clinic, Glory Hill Clinic, Simile Clinic, Brondal Clinic and Bourkesluck Clinic (Ehlanzeni District)

REQUIREMENTS : Senior Certificate / Grade 12 plus registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2023). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behaviour.

DUTIES : Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations. Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 15/217 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 REF NO: MPDOH/APRIL/23/94 (X20 POSTS)**

SALARY : R239 682 – R269 730 per annum, (Depending of years of experience in terms of OSD).

CENTRE : **Chief Albert Luthuli Sub-district (5):** Carolina Clinic, Vlakplaas Clinic, Eerstehoek Clinic, Mooiplaas Clinic and Kroomdraai Clinic.
Dipaliseng Sub-district (1): Grootvlei CHC.
Dr Pixley Ka Seme Sub-district (3): Amersfoort Clinic, Ezamokuhle Clinic and Sinqobile Clinic.

		Govan Mbeki Sub-district (1): Embalenhle CHC.
		Lekwa Sub-district (4): Mispel Street Clinic, Morgenzon Clinic, Stanwest (Azalia) Clinic and Thuthukani Clinic.
		Mkhondo Sub-district (1): Piet Retief Clinic.
		Msukaligwa Sub-district 5): Chrissiesmeer Clinic, Davel Clinic, Kwazanele Clinic, Lothair Clinic and Sheepmoor CHC (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2023). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behaviour.
<u>DUTIES</u>	:	Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations. Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 15/218</u>	:	<u>PHARMACIST ASSISTANT (POST-BASIC) GRADE 1: REF NO: MPDOH/APRIL/23/95 (X15 POSTS)</u>
<u>SALARY</u>	:	R239 682 – R269 730 per annum, (Depending of years of experience in terms of OSD).
<u>CENTRE</u>	:	Thembisile Hani Sub-district (3): Tweefontein C Clinic, Goederede Clinic and Vlaklaagte 1 Clinic. Emalahleni Sub-district (2): Siphosensimbi CHC and Thubelihle CHC. Emakhazeni Sub-district (2): Machadodorp Clinic and Siyathuthuka Clinic. Steve Tshwete Sub-district (2): Ext. 8 Clinic and Ext. 6 Clinic. Dr JS Moroka Sub-district (6): Kliplaatdrift Clinic, Allemansdrift Clinic, Lefiso CHC, Diphlane CHC, Marapyane CHC and Valschfontein Clinic (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2023). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behaviour.
<u>DUTIES</u>	:	Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations. Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za