

**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 July 2024
<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 consider 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 the 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 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) ERRATUM: Kindly note that the post was posted in the Public Service Vacancy Circular 22 of 2024 dated 21 June 2024, the post of Professional Nurse Grade 1 (PN-B1): Paediatric (Matibidi Hospital, Ehlanzeni District) with Ref. No: MPDoH/June/24/81, the post has been withdrawn.

OTHER POSTS

<u>POST 24/20</u>	:	<u>CLINICAL MANAGER (MEDICAL) GRADE 1 REF NO: MPDoH/July/24/201 (2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R1 348 635 - R1 494 765 per annum Mapulaneng Hospital (Ehlanzeni District) Witbank TB Specialized Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner (2024). A minimum of ten (10) years appropriate experience after registration with HPCSA as a Medical Practitioner will serve as recommendation and be an added advantage. Postgraduate management qualification will be an added advantage. Computer literacy in Microsoft Package (Word, Excel and PowerPoint) and a valid driver's license. Knowledge in Administration, Finance and Supply Chain Management. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem-solving, good analytical and decision-making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environments including norms and standards. Good

Planning and organizing skills. Sound clinical knowledge of and experience in the respective discipline. Knowledge of current Health and Public Service regulations and policies. Experience as a health service manager or significant experience in management in a health service environment. Valid driver's licence. Knowledge: Knowledge of relevant legislations such as National Health Act, Public Finance Management Act (PFMA), Public Service and related regulations and policies. Core competencies: strategic capabilities and leadership, programme and project management, financial management, change management, people management and empowerment. Process Competencies: Service delivery innovation, knowledge management, problem-solving and analysis, communication, client orientation and customer focus.

DUTIES

: Provide services as the Clinical Manager in the hospital. Manage all resources, including human resources. Coordinate and supervise the teaching of community servers and junior doctors in the hospital. Organize CPD sessions in the unit. Manage the outpatient clinic in the unit. Participate in quality improvement plans in the hospital. Perform after-hour duties. Ensure that medical staff also comply with PMDS and are evaluated quarterly. Overall control over the organising and inspection of health care services, identification of the needs for health care, the formulation of health care programs and the implementation thereof. Advise various committees at local and national level on medical/ health issues Ensure coordination of various clinical and support services. Evaluate needs for medical equipment, taking into account budget and benefits to patients. In training institutions, significant involvement in organizing of examinations and teaching programmes. Community involvement and development. Development of clinical protocols and guidelines for management. To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums. To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximize revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, and ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost-effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost-effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, managing the institution's risk to ensure optimal achievement of health outcomes.

ENQUIRIES

: Mr. Emmanuel Makoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS

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

POST 24/21

: **OPERATIONAL MANAGER NURSING (PN-B3): PAEDIATRIC REF NO: MPDoH/July/24/202**

SALARY

: R656 964 – R748 683 per annum

<u>CENTRE REQUIREMENTS</u>	: Shongwe Hospital (Ehlanzeni District) : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2024) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Paediatric Nursing Science. A minimum of nine (09) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Paediatric Nursing Science after obtaining the 1 year post basic Paediatric Nursing Science qualification. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal ad communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.
<u>DUTIES</u>	: The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining optimal Nursing Services as an Operational Manager in Paediatric Care Unit. Develop/establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter-Interprofessional, inter-sectoral and multi-disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participate in the managers scheduled meetings. Exercise control of discipline, grievance and other labour-related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develops and controls Risk Management Systems within the unit. Provide a safe therapeutic environment as laid by Nursing Acts, Occupational Health and Safety Acts, and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.
<u>ENQUIRIES</u>	: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk: Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	: Departmental Online Application System: www.mpuhealth
<u>POST 24/22</u>	: <u>OPERATIONAL MANAGER NURSING (PN-B3): ORTHOPAEDIC REF NO: MPDoH/July/24/204</u>
<u>SALARY</u>	: R656 964 – R748 683 per annum
<u>CENTRE REQUIREMENTS</u>	: Tintswalo Hospital (Ehlanzeni District) : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2024) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Orthopaedic Nursing Science. A minimum of nine (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate/recognizable experience in Orthopaedic Nursing Science after obtaining the 1 year post basic Orthopaedic Nursing Science qualification.

Experience and knowledge of the District Health System. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impact on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal frameworks such as Nursing Act, Health Occupational and Safety Act, Patients' Rights Charter, Batho Pele Principles, and Operational Management Skills. Problem-solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, interpersonal and communication and communication skills. Demonstrate an in-depth understanding of legislation and related ethical nursing practices and how these impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.

DUTIES : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining optimal Nursing Services as an Operational Manager in the Orthopaedic Unit. Develop/establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter-Interprofessional, inter-sectoral and multi-disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participate in the Manager's scheduled meetings. Exercise control of discipline, grievance and other labour-related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify, develops and controls Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.

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APPLICATIONS : Departmental Online Application System: www.mpuhealth

POST 24/23 : **OPERATIONAL MANAGER NURSING (PN-B3): ORTHOPAEDIC REF NO: MPDOH/JULY/24/204**

SALARY : R656 964 – R748 683 per annum
CENTRE : Tintswalo Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2024) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Orthopaedic Nursing Science. A minimum of nine (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate/recognizable experience in Orthopaedic Nursing Science after obtaining the 1 year post basic Orthopaedic Nursing Science qualification. Experience and knowledge of the District Health System. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impact on service delivery. Demonstrate a basic understanding of HR and financial and practices. Knowledge of relevant legal frameworks such as Nursing Act, Health Occupational and Safety Act, Patients' Rights Charter, Batho Pele Principles, Operational Management Skills. Problem-solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, interpersonal and communication and communication skills. Demonstrate an in-depth understanding of legislation and related ethical nursing practices and how this impacts on service delivery. Computer literacy

		will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.
<u>DUTIES</u>	:	The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining optimal Nursing Services as an Operational Manager in Orthopaedic Unit. Develop/establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter-sectoral and multi-disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify develops and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.
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<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth
<u>POST 24/24</u>	:	<u>PROFESSIONAL NURSE GRADE (PN-B1): PHC REF. NO: MPDOH/JULY/24/205</u>
<u>SALARY</u>	:	R451 533 – R530 376 per.annum (Depending years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Ezamokuhle Clinic (Gert Sibande District)
	:	Senior Certificate / Grade 12 qualification or equivalent 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 (2024), 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 Primary Health 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.
<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 Primary Health 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 stakeholders. Ensure compliance with Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, and 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 incidents, challenges and deficiencies within the unit. Work effectively, and co-operatively amicably with persons of diverse intellectual, cultural, racial, or religious differences. Ensure adherence to Batho-Pele Principles and the Patient's Rights Charter.
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