

**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.

CLOSING DATE : 15 November 2024

NOTE : 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 N.B. Applicants are advised to apply as early as possible to avoid disappointments. 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)

OTHER POSTS

POST 40/167 : **MEDICAL SPECIALIST GRADE 1-3: ORTHOPAEDIC SURGEON REF. NO: MPDOH/NOV/24/400**

SALARY : Grade 1: R1 271 901-R1 348 635 per annum
Grade 2: R1 451 214-R1 638 967 per annum
Grade 3: R1 680 780-R2 097 327 per annum

CENTRE : Ermelo Hospital (Gert Sibande District)

REQUIREMENTS : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedic (2024). 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 Orthopaedic. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. **Grade 1:** None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1 year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Orthopaedic) for foreign qualified employees. **Grade: 2:** A minimum of five (5) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Orthopaedic) for foreign qualified employees. **Grade 3:** A minimum of ten (10) years' experience after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of eleven (11) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Orthopaedic) 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 independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioral Attributes: Stress

		tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship).
<u>DUTIES</u>	:	Supervising the management of and managing Orthopaedic and coordinate services. 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 programs. 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. Comply with the Performance Management and Development System (contacting, quarterly reviews and final assessment).
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / 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, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 40/168</u>	:	<u>MEDICAL OFFICER GRADE 1-3: (ANAESTHESIOLOGY) REF NO: MPDOH/NOV/24/401</u>
<u>SALARY</u>	:	Grade 1: R949 146 - R1 021 911 per annum Grade 2: R1 082 988 - R1 182 183 per annum Grade 3: R1 253 415 - R1 561 734 per annum
<u>CENTRE</u>	:	Bethal Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2024) (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).
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / 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, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 40/169</u>	:	<u>MEDICAL OFFICER GRADE 1 REF NO: MPDOH/NOV/24/402</u>
<u>SALARY</u>	:	R949 146 - R1 021 911 per annum

<u>CENTRE REQUIREMENTS</u>	: Tonga Hospital (Ehlanzeni District) : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2024) (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. 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. 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.
<u>DUTIES</u>	: 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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<u>APPLICATIONS</u>	: Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 40/170</u>	: <u>MEDICAL OFFICER GRADE 1 (OBSTETRICS & GYNAECOLOGY) REF NO: MPDOH/NOV/24/403</u>
<u>SALARY</u>	: R949 146 - R1 021 911 per annum
<u>CENTRE REQUIREMENTS</u>	: Bethal Hospital (Gert Sibande District) : MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2024) (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. 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. 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.
<u>DUTIES</u>	: 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.
<u>ENQUIRIES</u>	: Ms. Glory Mokone Tel No: (013) 766 3340 / 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, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr.

Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 40/171</u>	:	<u>PHARMACY SUPERVISOR GRADE 1 REF NO: MPDOH/NOV/24/404</u>
<u>SALARY</u>	:	R949 146 - R1 006 809 per annum
<u>CENTRE</u>	:	Witbank TB Specialized Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Diploma Pharm/ BSc. Pharm/ B. Pharm. Current registration with South African Pharmacy Council (SAPC) (2024). Minimum of seven (7) years appropriate experience after registration as a Pharmacist with SAPC. Good communication, interpersonal and computer skills (MS Word and Excel). Ability to work in a team. Good understanding of the National Drug Policy and Good Pharmacy Practice. Sound knowledge of the Pharmacy Act and the Medicine and Related Substance Control Act. A valid code B driver's license.
<u>DUTIES</u>	:	Develop and manage the pharmaceutical budget and monitor expenditure. Provide expert advice on selection and procurement of pharmaceutical and surgical supplies. Coordinate Hospital Pharmacy and Therapeutic committee. Implement the essential drug Programme Ensure the implementation of the down referral system. Monitor pharmaceutical budget. Monitor implementation of policies and standard operating procedures. Overall responsibility and accountability for drug supply management to ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Effective implementation and monitoring of security measures to ensure the safekeeping of all pharmaceuticals within the pharmacy and the hospital. Assist with the training, education and development of Pharmacy staff and other health workers. Promoting of public health, report to the Pharmaceutical and Clinical Manager in respect of general issues of Pharmacy. Assist in the implementation of Provincial Comprehensive HIV/AIDS care and CCMDD. Coordinate Implementation of RX solution and Stock visibility systems. Manage human and financial resources.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / 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, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 40/172</u>	:	<u>PHARMACIST GRADE 1 REF NO: MPDOH/NOV/24/405</u>
<u>SALARY</u>	:	R804 609 – R853 980 per annum
<u>CENTRE</u>	:	Iswepe CHC (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Pharmacy Degree or equivalent qualification. Current registration with South African Pharmacy Council (SAPC) (2024). Core competencies recommended. Commitment to quality development of self and others. Computer literacy, good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills.
<u>DUTIES</u>	:	Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train Pharmacy Support Staff, Interns, Community Servers and Junior Pharmacist.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / 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, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 40/173</u>	:	<u>ASSISTANT MANAGER NURSING AREA (PN-B4): MATERNITY REF NO: MPDOH/NOV/24/406</u>
<u>SALARY</u>	:	R715 977 – R818 643 per annum
<u>CENTRE</u>	:	Ermelo Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12) or equivalent qualification plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse and Midwifery (2024). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Advanced Midwifery Nursing Science. Minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing (2023). At least six (06) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Advanced Midwifery Nursing Science. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level. Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's

Rights Charter, Batho-Pele Principles Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework .Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.

DUTIES

: Provide effective management and professional leadership in the specialized units. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles nursing and clinical governance are implemented Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of PMDS, monitor implementation of NCS and Ideal Hospital framework and interpret its impact on service delivery. Co-ordinate and participate in health promotion activities and monitor and evaluation of data. Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES

: Ms. Glory Mokone Tel No: (013) 766 3340 / 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, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS

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

POST 40/174

: **OPERATIONAL MANAGER NURSING (PN-B3): POSTNATAL REF NO: MPDOH/NOV/24/407**

SALARY

: R656 964 – R748 683 per annum

CENTRE

: Rob Ferreira Hospital (Ehlanzeni District)

REQUIREMENTS

: Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2024). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Advanced Midwifery. Diploma/Degree in nursing management. Minimum of ten (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing At least six (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Advanced Midwifery. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.

DUTIES

: Provide effective management and professional leadership in the specialized units of Advanced Midwifery Unit. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery.

ENQUIRIES

: Ms. Glory Mokone Tel No: (013) 766 3340 / 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, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr.

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 40/175</u>	:	<u>OPERATIONAL MANAGER NURSING (PN-B3): MARTENTY REF NO: MPDOH/NOV/24/408</u>
<u>SALARY</u>	:	R656 964 – R748 683 per annum
<u>CENTRE</u>	:	Matikwane Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse (2024). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Advanced Midwifery. Diploma/Degree in nursing management. Minimum of ten (09) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing At least six (05) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Advanced Midwifery. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight in to public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.
<u>DUTIES</u>	:	Provide effective management and professional leadership in the specialized units of Advanced Midwifery Unit. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Implement maternal guidelines, demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practice. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of Disaster management, monitor implementation of NCS and Ideal Hospital Realization Framework and interpret its impact on service delivery thereof. Co-ordinate and participate in health promotion activities and monitor and evaluation of data Demonstrate basic computer literacy as a support tool to enhance service delivery.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / 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, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 40/176</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) (PN-A7) REF NO: MPDOH/NOV/24/409</u>
<u>SALARY</u>	:	R656 964 - R771 309 per annum
<u>CENTRE</u>	:	Bethal Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 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). A minimum of eight (8) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least three (3) years period referred to above must be appropriate / recognisable experience at management level. A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing skills.
<u>DUTIES</u>	:	Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor

and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human resources. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / 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, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

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

POST 40/177 : **OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/NOV/24/412 (X3 POSTS)**

SALARY : R656 964 – R748 683 per annum
CENTRE : Emthonjeni Clinic (Nkangala District)
Mooiplaas Clinic (Gert Sibande Clinic)
Mangweni CHC (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 Primary Health Care. 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 Primary Health Care after obtaining the 1 year post basic PHC 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.

DUTIES : Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / 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, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

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

POST 40/178 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (PN-A5): HAST REF NO: MPDOH/NOV/24/413**

SALARY : R520 560 – R596 322 per annum
CENTRE : Ehlanzeni District Office, Mbombela

REQUIREMENTS : Senior Certificate / Grade 12 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). A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Diploma / Degree in Nursing Administration and Management or Post-graduate qualification in Health Management / Health Leadership will be an added advantage. At least three (3) years minimum experience in Clinical Health Programmes Coordination or Supervision. Training in HIV management, NIMART and or project management will be an added advantage. Valid driver's licence. Computer literacy. Required Skills and Competencies: Effective planning and organisation. Good communication, interpersonal and coordination skills. Proficiency in English and any of the other South African official languages, preferably spoken local languages. Ability to work with and lead teams.

Sound knowledge, and ability to monitor and evaluate the performance of health programmes. Excellent verbal and written communication skills. Ability to work independently and under pressure. Knowledge of the DHIS and TIER.NET systems is recommended.

DUTIES : Plan and coordinate HAST programme activities in the sub-district. Provide technical support to facilities on integrated HAST programmes. Monitor and provide mentorship on HAST clinical guidelines and policies. Provide mentorship to NIMART-trained nurses. Liaise with the multidisciplinary team and track programmes on integrated HAST programme performance. Conduct periodic audits and ensure HAST programmes performance data is reconciled across all data sources, monthly. Provide periodic reports to the districts. Liaise and build partnerships with stakeholders within the sub-district. Ensure integration of HAST programmes, TB and other programmes. Ensure efficient use of the resources allocated to HAST programmes in the sub-district.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / 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, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

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

POST 40/179 : **OPERATIONAL MANAGER (PN-A5): OPD REF NO: MPDOH/NOV/24/414**

SALARY : R520 560 - R596 322 per annum

CENTRE : Ermelo Hospital (Gert Sibande District)

REQUIREMENTS : Senior Certificate / Grade 12 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. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (2024). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing teams. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.

DUTIES : The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal Nursing Services as an Operational Manager in OPD 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 develop 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.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / 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, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

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

POST 40/180 : **CLINICAL PROGRAMME CO-ORDINATOR GR1 (PN-A5): INFECTION PREVENTION AND CONTROL REF NO: MPDOH/NO/24/415**

SALARY : R520 560 - R596 332 per annum

CENTRE : Amajuba Memorial Hospital (Gert Sibande District)

REQUIREMENTS : Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2022). A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Experience in infection control and prevention. Training in infection control will be an added advantage. Computer literacy. Understanding of infection control policy, good interpersonal skills, ability to plan and organize, presentation skills, conflict management skills, people management.

DUTIES : Coordinate infection control and prevention programmes, compile reports on compliance and non-compliance to quality standards, develop and ensure implementation of policies, norms and

standards with regards to infection prevention and control, facilitate development of quality improvement plans in relation to infection control and prevention.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / 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, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

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

POST 40/181 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): PHC REF NO: MPDOH/NOV/24/416**

SALARY : R451 533 – R530 376 per annum
CENTRE : Marite Clinic (Ehlanzeni District)
REQUIREMENTS : 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.

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 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 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 : Ms. Glory Mokone Tel No: (013) 766 3340 / 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, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

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

POST 40/182 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): OPERATING THEATRE REF NO: MPDOH/NOV/24/418 (X2 POSTS)**

SALARY : R451 533 – R530 376 per annum
CENTRE : Ermelo Hospital (Gert Sibande District) and Themba Hospital (Ehlanzeni 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 (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 Theatre Nursing 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 Theatre 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 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>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / 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, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 40/183</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): ORTHOPAEDIC REF NO: MPDOH/NO/24/419</u>
<u>SALARY</u>	:	R451 533 – R530 376 per annum
<u>CENTRE</u>	:	Tintswalo Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (Degree/ Diploma in Nursing or equivalent qualification that allows registration with SANC as a professional Nurse (2024), a post basic nursing qualification with of at least 1year, accredited with the SANC in terms Government Notice R212 in Orthopaedic Nursing Science. Current registration with the SANC as a Professional Nurse. A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Demonstrate an understanding of legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	:	Perform clinical nursing practice in accordance with the scope of practice of Orthopaedic Nursing Care. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of National Core Standards and ideal hospital framework norms and standards. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Effectively manage resources. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual cultural racial or religious differences. Able to plan and organize own work and that support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho Pele). Effectively manage resources allocated in your unit.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / 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, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 40/184</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC REF NO: MPDOH/NOV/24/422 (X3 POSTS)</u>
<u>SALARY</u>	:	R451 533 – R530 376 per annum
<u>CENTRE</u>	:	Ms Msimanga Clinic, Pixley Ka Seme Mobile Clinic and Davel Clinic (Gert Sibande District)
<u>REQUIREMENTS</u>	:	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 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>	:	Ms. Glory Mokone (013) 766 3340 / Mr. Emmanuel Makokoropo (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, Mr. Samson Nyoni (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .

<u>POST 40/185</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 REF NO: MPDOH/NOV/24/423</u>
<u>SALARY</u>	:	R376 524 – R430 512 per annum
<u>CENTRE</u>	:	Witbank Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus appropriate qualification that allows for the registration with the HPCSA in the relevant profession (where applicable). Current registration with the HPCSA as an Occupational Therapist (2024) (Independent Practice). A valid work permit will be required from non-South Africans. Grade 1: No experience required after registration with the HPCSA as an Occupational Therapist (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as an Occupational Therapist (Independent Practice) for foreign qualified employees. Clinical experience in general adult and pediatric assessment and treatment is required. Knowledge in the fields of mental health, vocational rehabilitation, neurology, hand injuries, burns, amputations, developmental delays, etc. is expected. Clinical experience in these fields will be beneficial.
<u>DUTIES</u>	:	To provide optimal and evidence based occupational therapy in individual and group settings for in, out and clinics patients. To administer standardized and clinical assessments to patients requiring FCEs and other clinical reports. To perform and complete administrative functions including record keeping, statistics, participate in various meetings and awareness campaigns. To plan for and participate in internal and external audits and ensure departmental standards and effective service delivery. To participate in the performance management and training and development programs within the department. To supervise junior level staff. To supervise allocated students and learners.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone (013) 766 3340 / Mr. Emmanuel Makokoropo (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, Mr. Samson Nyoni (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 40/186</u>	:	<u>DIETICIAN GRADE 1 REF NO: MPDOH/NOV/24/424</u>
<u>SALARY</u>	:	R376 524 - R430 512 per annum
<u>CENTRE</u>	:	Ermelo Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus BSc Dietetics Degree. Registration with the HPCSA as a Dietician (20274). Grade 1: SA qualified employees: None experience 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 who performed Community Service as required in South Africa. 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' license.
<u>DUTIES</u>	:	Render preventative Nutrition Services (including growth monitoring, education, etc) in the surrounding clinics. Diet prescriptions for patients. Help with food management of the hospital. Participate in quality Improvement Programmes. Rendering of nutritional counselling services. Prescription and authorization of special diet products. Implementation of guidelines for the maintenance of healthy nutritional practices. Compilation and implementation of information pamphlets on nutrition. Plan and implement a suitable programme for an individual or group.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone (013) 766 3340 / Mr. Emmanuel Makokoropo (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, Mr. Samson Nyoni (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 40/187</u>	:	<u>PHYSIOTHERAPIST GRADE 1 REF NO: MPDOH/NOV/24/425</u>
<u>SALARY</u>	:	R376 524 – R430 512 per annum
<u>CENTRE</u>	:	Impungwe Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus appropriate qualification that allows for the registration with the HPCSA in the relevant profession (where applicable). Current registration with the HPCSA as Physiotherapist (2024) (Independent Practice). A valid work permit will be required from non-South Africans. Grade 1: No experience required after registration with the HPCSA as Physiotherapist (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as Physiotherapist (Independent Practice) for foreign qualified employees. Extensive experience in the assessment and treatment of critical patients. (Neurosurgery, Orthopaedic, ICU, etc). Extensive management, administration and supervisory experience. Ability to function within a multi-disciplinary team setting to be flexible and to work independently. Good problem-solving, conflict resolution, interpersonal, organizational and communication skills. Willingness to work under pressure. Computer literacy.

<u>DUTIES</u>	:	Manage a clinical load and develop. Physiotherapy services in all the sections of the institution. Assist in the management, policy formulation, and operational planning process of the unit. Supervise and develop personnel in team including mentoring Physiotherapists at a more junior level. Undertake quarterly evaluations and training of allocated operational staff and students. Co-ordinate all administrative activities regarding the patients, clinical area and in the unit. Supervise and train students. Participate in outreach programmes.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone (013) 766 3340 / Mr. Emmanuel Makokoropo (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, Mr. Samson Nyoni (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 40/188</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2): WITH MIDWIFERY REF NO: MPDOH/NOV/24/426</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R307 473 – R362 187 per annum Piet Retief Hospital (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 and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse (2024). Grade 1: A minimum of 1-10 years appropriate / recognizable Theatre experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices.
<u>DUTIES</u>	:	Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.
<u>ENQUIRIES</u>	:	Ms. Glory Mokone Tel No: (013) 766 3340 / 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, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 40/189</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/NOV/24/449 (X23 POSTS)</u>
<u>SALARY CENTRE</u>	:	R307 473 – R362 187 per annum
<u>REQUIREMENTS</u>	:	Rob Ferreira Hospital (X1 Post) Themba Hospital (X1 Post) KaMhlushwa Clinic (X1 Post) Jeppes Rust Clinic (X1 Post) Vlakkbult Clinic (X1 Post) Islington Clinic (X1 Post) (Ehlanzeni District) Bernice Samuel Hospital (X2 Posts) Emalahleni Sub-district (X1 Post) Phola CHC (X1 Post) Thembaletu CHC (X1 Post) Rhenosterskop Clinic (X1 Post) Botleng Clinic (X1 Post) Vlakklaagte Clinic (X2 Posts) Thubelihle CHC (X1 Post) Middelburg Hospital (X1 Post) Waternal CHC (X1 Post) Machadodorp Clinic (X1 Post) (Nkangala District), Embhuleni Hospital (X1 Post) Swallowsnest Clinic (X1 Post) Ethandakukhanya Clinic (X1 Post) Paulina Morapedi CHC (X1 Post) (Gert Sibande District)
<u>REQUIREMENTS</u>	:	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 and Midwifery) or equivalent qualification that allows registration with the SANC as Professional

Nurse (2024). **Grade 1:** A minimum of 1-10 years appropriate / recognizable Theatre experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices.

DUTIES : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / 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, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

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

POST 40/190 : **ARTISAN (PRODUCTION) GRADE A: PLUMBER REF NO: MPDOH/NOV/24/457 (X8 POSTS)**

SALARY CENTRE : R230 898 – R256 263 per annum
Nkangala District Office (X2 Posts)
Gert Sibande District Office (X2 Posts)
BBR Sub-district Office (X2 Posts)
Ehlanzeni District Office (X2 Posts)

REQUIREMENTS : Minimum of Grade 10-12 or equivalent qualifications plus an appropriate completed apprenticeship and trade test certificate in Plumbing. Valid driver's license. Willingness to work irregular hours and attend to emergencies when required. Ability to communicate in two of the three official languages of the Mpumalanga Province (read & write). Ability to work under pressure. Must be willing to work in adverse weather conditions. In physical sound and healthy condition. Prepared to perform overtime and standby duties, including weekends and public as well as over peak periods, as and when needed.

DUTIES : Responsible to monitor reservoir levels and sewer pumps. Responsible for repairs and maintenance of water & sewer pipelines (mains) and fittings. Installation and maintenance of sewer connections and new mains. Responsible for materials and sores requisitions. Recordkeeping of daily work. Responsible for on-site Occupational Health & Safety. Responsible for Municipal assets and equipment. Responsible for supervision of staff.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / 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, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and **IT related queries:** Help desk Tel No: (013) 766 3018.

APPLICATIONS NOTE : Departmental Online Application System: www.mpuhealth.gov.za
All applications will be considered, but in terms of its Employment Equity Target, the Department would prefer to appoint a Females candidates in that category can be identified.

POST 40/191 : **ARTISAN (PRODUCTION) GRADE A: CARPENTER REF NO: MPDOH/NOV/24/465 (X8 POSTS)**

SALARY CENTRE : R230 898 – R256 263 per annum
Nkangala District Office (X2 Posts)
Gert Sibande District Office (X2 Posts)
BBR Sub-district Office (X2 Posts)
Ehlanzeni District Office (X2 Posts)

REQUIREMENTS : Minimum of Grade 10-12 or equivalent qualifications plus Trade Test Certificate in Carpentry. Valid driver's license. Willingness to work irregular hours and attend to emergencies when required. Ability to communicate in two of the three official languages of the Mpumalanga Province (read & write). Ability to work under pressure. Must be willing to work in adverse weather conditions. In physical sound and healthy condition. Prepared to perform overtime and standby duties, including weekends and public as well as over peak periods, as and when needed.

DUTIES : They should also assist the supervisors when planning the structures, designing them, and installing layouts. The carpenter should conduct repair work as and when required. They should also install windows, doors, drywall, stairs, cabinets, and various other fixtures when required. The carpenter can also assess the proper quality of materials and woodworks. They are also

capable enough to operate different tools, equipment, and machines. Carpenters should also maintain compliance with safety and health regulations and the local building codes. Provide outstanding customer service and be very warm with the customers. Have great stamina to stand for prolonged hours, lift heavy objects, climb, and pull.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / 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, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and **IT related queries:** Help desk Tel No: (013) 766 3018.

APPLICATIONS NOTE : Departmental Online Application System: www.mpuhealth.gov.za
: All applications will be considered, but in terms of its Employment Equity Target, the Department would prefer to appoint a Females candidates in that category can be identified.

POST 40/192 : **ARTISAN (PRODUCTION) GRADE A: PAINTER REF NO: MPDOH/NOV/24/473 (X8 POSTS)**

SALARY CENTRE : R230 898 – R256 263 per annum
: Nkangala District Office (X2 Posts)
: Gert Sibande District Office (X2 Posts)
: BBR Sub-district Office (X2 Posts)
: Ehlanzeni District Office (X2 Posts)

REQUIREMENTS : Minimum of Grade 10-12 or equivalent qualifications plus Trade Test Certificate in Painting / Certificate in painting and decoration. Valid driver's license. Knowledge and experience of painting repairs, maintenance, and new paint works. Knowledge of painting codes and standards. Knowledge of Occupational Health & Safety Regulation. In physical sound and healthy condition. Prepared to perform overtime and standby duties, including weekends and public as well as over peak periods, as and when needed. Requirements and skills: Proven experience as a painter. Excellent knowledge of painting material and how to select, mix and apply them. Solid knowledge of commercial and/or construction painting techniques. Aptitude in using appropriate tools (brushes, caulking guns etc.). Good basic math skills. Manual dexterity with excellent balance to work on scaffolding, ladders etc. Conscientious with great attention to detail. High school diploma; successful completion of an apprenticeship. Frequently asked questions.

DUTIES : To maintain the painting at Health facilities by inspecting and undertaking painting jobs including reporting thereon. Preparation and Painting of Health facilities. Preparation and Repairs and maintenance of Painting to Health facilities. Identifies sources of painting deterioration and complete repairs according to the job cards. Selection and specification of materials and materials estimates. Maintains accurate records on materials and labour used. Maintains inventory of tools. equipment, and materials. Inspects jobs upon completion and ensure areas are kept clean at all times. Works with supervisors to complete projects at hand. Identify need for repairs & maintenance to facilities following established inspection procedures. Timeously responds to emergency calls as needed. Performs preventative maintenance on tools and equipment. Carry out work and operates tools and equipment according to Occupational Health and Safety regulations. Perform Standby and/overtime duties when required.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / 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, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and **IT related queries:** Help desk Tel No: (013) 766 3018.

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

POST 40/193 : **ARTISAN (PRODUCTION) GRADE A: REFRIGERATION / AIRCONDITIONING / COOLING REF NO: MPDOH/NOV/24/485 (X12 POSTS)**

SALARY CENTRE : R230 898 – R256 263 per annum
: Nkangala District Office (X2 Posts)
: Gert Sibande District Office (X2 Posts)
: BBR Sub-district Office (X2 Posts)
: Ehlanzeni District Office (X2 Posts)

REQUIREMENTS : Minimum of Grade 10-12 or equivalent qualifications plus Trade Test Certificate in Refrigeration / Air-conditioning / Cooling / Certificate in Refrigeration / Air-conditioning- Cooling. Valid driver's license. Knowledge and experience of Refrigeration / Air-conditioning / Cooling repairs and maintenance. Knowledge of Refrigeration / Air-conditioning / Cooling and standards. Knowledge of Occupational Health & Safety Regulations. Willingness to work irregular hours and attend to emergencies when required. Ability to communicate in two of the three official languages of the Mpumalanga Province (read & write). Ability to work under pressure. Must be willing to work in adverse weather conditions. In physical sound and healthy condition. Prepared to perform overtime and standby duties, including weekends and public as well as over peak periods, as and when needed.

DUTIES : To maintain the air-conditioning units at Health facilities by inspecting and performing minor repairs if required including reporting thereon. Inspection, Repairs and maintenance to Health facilities. Identifies malfunctioning of air-conditioning units and complete repairs according to the job cards. Selection and specification of materials and materials estimates. Maintains

accurate records on materials and labour used. Maintains inventory of tools, equipment, and materials. Inspects jobs upon completion and ensure areas are kept clean at all times. Works with supervisors to complete projects at hand. Identify need for repairs & maintenance to facilities following established inspection procedures. Timeously responds to emergency calls as needed. Performs preventative maintenance on tools and equipment when needed. Carry out work and operates tools and equipment according to Occupational Health and Safety regulations. Perform Standby and/overtime duties when required.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / 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, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and **IT related queries**: Help desk Tel No: (013) 766 3018.

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

POST 40/194 : **ARTISAN (PRODUCTION) GRADE A: WELDER / FITTER / TURNER REF NO: MPDOH/NOV/24/493 (X8 POSTS)**

SALARY CENTRE : R230 898–R256 263 per annum
: Nkangala District Office (X2)
: Gert Sibande District Office (X2)
: BBR Sub-district Office (X2)
: Ehlanzeni District Office (X2)

REQUIREMENTS : Minimum of Grade 10-12 or equivalent qualifications plus Trade Test Certificate in Welder / Fitter / Turner. Valid driver's license. Willingness to work irregular hours and attend to emergencies when required. Ability to communicate in two of the three official languages of the Mpumalanga Province (read & write). Ability to work under pressure. Must be willing to work in adverse weather conditions. In physical sound and healthy condition. Prepared to perform overtime and standby duties, including weekends and public as well as over peak periods, as and when needed.

DUTIES : Check welding equipment on a daily basis and report any defects to Workshop Foreman. Manufacture repair and install specials for Health facilities. Execute repairs on water and sewer reticulation in all regions as requested. Modification on plant and equipment which include but not limited to fuel tanks, burglars, brackets, water tanks. Inspect and direct excavations in order to execute repairs as needed on sites. Assist with pre-planning of materials, resources, plant and equipment provided for scheduled operations in workshops.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / 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, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and **IT related queries**: Help desk Tel No: (013) 766 3018.

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

POST 40/195 : **ARTISAN (PRODUCTION) GRADE A: WASTEWATER TREATMENT PLANT OPERATORS REF NO: MPDOH/NOV/24/500 (X7 POSTS)**

SALARY CENTRE : R230 898 – R256 263 per annum
: **Nkangala District:**
: Impungwe Hospital (X2 Posts)
: Mmamethhake Hospital (X1 Post)
: **Ehlanzeni District:**
: Tonga Hospital (X1 Post)
: Shongwe Hospital (X1 Post)
: Matibidi Hospital (X1 Post)

REQUIREMENT : Minimum of Grade 10-12 or equivalent qualifications plus certificate in water treatment plant / Chemical engineering certificate. Valid driver's license. Knowledge and experience of operation of waste water treatment plant repairs and maintenance. Knowledge of operation standards. Knowledge in controlling and managing the water distribution for the Government Waterworks within the Area Office jurisdiction. Willingness to work irregular hours and attend to emergencies when required. Ability to communicate in two of the three official languages of the Mpumalanga Province (read & write). Ability to work under pressure. Must be willing to work in adverse weather conditions. In physical sound and healthy condition. Prepared to perform overtime and standby duties, including weekends and public as well as over peak periods, as and when needed.

DUTIES : To maintain the wastewater treatment plant at Health facilities by inspecting and undertaking wastewater jobs including reporting thereon. Report faults in the working environment. Monitor, analyze, and record all relevant readings. Maintains accurate records on materials and labour used. Maintains inventory of tools, equipment, and materials. Inspects jobs upon completion and ensure areas are kept clean at all times. Works with supervisors to complete projects at hand. Identify need for repairs & maintenance to facilities following established inspection procedures. Timeously responds to emergency calls as needed. Performs preventative maintenance on tools and equipment when needed. Carry out work and operates tools and

equipment according to Occupational Health and Safety regulations. Perform Standby and/overtime duties when required.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / 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, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and **IT related queries**: Help desk Tel No: (013) 766 3018.

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

POST 40/196 : **ARTISAN (PRODUCTION) GRADE A: ELECTRICAL REF NO: MPDOH/NOV/24/508 (X8 POSTS)**

SALARY CENTRE : R230 898 – R256 263 per annum
Nkangala District Office (X2 Posts)
Gert Sibande District Office (X2 Posts)
BBR Sub-district Office (X2 Posts)
Ehlanzeni District Office (X2 Posts)

REQUIREMENTS : Minimum of Grade 10-12 or equivalent qualifications plus Trade Test Certificate in Electrical. Valid driver's license. Willingness to work irregular hours and attend to emergencies when required. Ability to communicate in two of the three official languages of the Mpumalanga Province (read & write). Ability to work under pressure. Must be willing to work in adverse weather conditions. In physical sound and healthy condition. Prepared to perform overtime and standby duties, including weekends and public as well as over peak periods, as and when needed.

DUTIES : Execute and manage electrical maintenance of the department. Produce objects with material and equipment according to the specification and recognised standards. Quality assurance of production objects. Inspect equipment and facilities according to standard service equipment and facilities according to schedules. Compile and submit reports. Provide inputs to the operation plan. Keep and maintain job record, supervise and mentor staff.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / 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, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and **IT related queries**: Help desk Tel No: (013) 766 3018.

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

POST 40/197 : **DENTAL CHAIR ASSISTANT GRADE 1 REF NO: MPDOH/NOV/24/509**

SALARY CENTRE : R205 773 - R235 284 per annum
Lebohang CHC (Gert Sibande District)

REQUIREMENTS : Senior Certificate / Grade 12 plus appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dental Assistant (2024). Ability to work under pressure, organizational skills, good communication skills, self-motivated and goal orientated.

DUTIES : The incumbent should have knowledge of dental assisting including: infection prevention and control, chair side assisting, maintaining of equipment, stock control, knowledge of dental materials and instruments and conducting inventory. The person will work in the dental surgery in the hospital and perform administrative duties including compiling statistics, registering patients, answering of the telephone, filing of patient cards, ordering of materials, giving appointments to patients. Assist Clinicians with the oral health procedures. Preparation of instruments and dental material for the dental procedures. Cleaning and sterilization of instruments. Ordering of consumables as needed. Do inventory of dental instruments. Perform administrative duties. Adhere to the Health Care Waste Management Legislation and principle. The person should have good communication skills and good interpersonal relations.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / 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, Mr. Mxolisi Maseko Tel No: (013) 766 3351, Mr. Samson Nyoni Tel No: (013) 766 3087 and **IT related queries**: Help desk Tel No: (013) 766 3018.

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

PROVINCIAL TREASURY

The Mpumalanga Provincial Treasury is an equal opportunity, affirmative action Employer. It is the intention of the Provincial Treasury to promote representivity in terms of (race, gender and disability) through filling of these posts and all appointments will be made in accordance with the Employment Equity targets of the Provincial Treasury. Suitably qualified women and persons with disabilities remain the targeted group and are encouraged to apply.

APPLICATIONS : Applications must be sent on pdf format (maximum size: 5MB) only and indicate on email subject: Name of Post and Post Reference Number. Failure to comply with the above instructions will lead to automatic disqualification. Applications sent to wrong e-mail address will not be considered.

CLOSING DATE : 15 November 2024

NOTE : Applications must include completed and signed New Z83 form (effective 1 January 2021) obtainable from any Public Service Department or from the DPSA website and a detailed CV ONLY. Only shortlisted candidates will be requested to submit certified copies of qualifications, a valid driver's license and ID on the day of the interview. Communication regarding requirements for certified documents will be limited to shortlisted candidates. All appointments will be subjected to a personnel suitability check process not limited to the following: (criminal record, credit record, qualification verification, citizenship, employment reference and social media). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Successful candidates will be required to enter into a performance agreement. All Middle Management Services (MMS) positions will be subjected to a compulsory competency-based assessment. Following the interview, the selection panel will recommend candidates to attend a generic managerial competency assessment. Re-Advertisement, Applicants who have previously submitted their applications are encouraged to re-apply. Shortlisted candidates may be required to undergo skills assessment where necessary. Applications received after the closing date or those that do not comply with the requirements indicated above will not be considered. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to within 90 days seek reasons for the above administrative action in terms of section 5, of Promotion of Administrative Justice, 2000 (Act No. 3 of 2000). No facsimile, post or hand delivered applications will be accepted. Only applications submitted via email will be accepted. The Provincial Treasury reserves the right not to make any appointment(s) to the advertised posts.

OTHER POSTS

POST 40/198 : **DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: MPT 01/2024**
Sub-Directorate: Security Management

SALARY CENTRE REQUIREMENTS : R1 003 890 per annum (Level 12), all-inclusive remuneration package
: Mbombela

REQUIREMENTS : A minimum of National Diploma (NQF Level 6) in Security Management/Policing with 5 to 7 years working experience in the field of security environment preferably in the public sector. A minimum of 3 years proven experience at junior management level. Professional registration with PSIRA Grade A. SSA Security management advisory course/ added advantage. No criminal record or any case/s pending. A valid driver's license. Skills and Competencies: Knowledge in security organisation and administration, physical security, personnel security, information security and ICT security. Knowledge and skill of investigation processes. Knowledge of Public Service Regulatory Framework. Project management skills, risk assessment and mitigation. Effective communication skills (written and verbal) at all levels. Report writing and presentation skills, planning, organisational relationship, conflict management and leadership skills. Detection, analytical thinking and decision-making abilities.

DUTIES : Implement physical security in line with the MPSS, MISS and security legislations throughout the department. Draft, review and implement security policies and procedures in line with MISS and other relevant and applicable security legislation and regulations. Provide guidelines on implementing an effective classification system for the department in line with MISS. Conduct security awareness workshops and campaigns. Conduct security assessments in all Provincial Treasury facilities. Follow-up on assessment to ensure recommendations from previous assessment are being implemented. Coordinate vetting of all vetting forms, all security clearance for the Provincial Treasury to and from State Security Agency (SSA). Ensure standardized access control are implemented and reported on from Provincial Treasury offices. Investigations on security breaches conducted. Ensure. Investigations are coordinated in all reported cases of security breach incidents. Manage all control room operations to safeguard the department's assets; Manage administrative and related functions; and supervise the security functions performed by the security officers/service providers, ensuring adherence to department security policies. Manage human and financial resources.

ENQUIRIES APPLICATIONS : Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No: (013) 7664138/4386/ 4435/4478/4446
: Applications must be submitted by email to: **MPT01_2024@mpg.gov.za**

POST 40/199 : **DEPUTY DIRECTOR: NORMS AND STANDARDS REF NO: MPT 02/2024**
Directorate: Norms and Standards

SALARY CENTRE REQUIREMENTS : R1 003 890 per annum (Level 12), all-inclusive remuneration package
: Mbombela
: A minimum of Bachelor's degree/Advanced Diploma/ BTech (NQF Level 7) in Internal Auditing/Risk Management/Auditing/Financial Management/Public Finance Management. A minimum of 3 years' functional work experience in an internal controls or compliance environment at junior management level. A valid driver's license. Skills and Competencies: Good Communication skills (verbal and written), conflict management, project management, leadership, coordinating, risk assessment, negotiation skills, presentation skills, problem-solving, planning and organizing, competency in Microsoft Office Suite (Excel, Word and

		PowerPoint), Report writing and Analytical skills. Good people management and supervisory skills. Sound knowledge of internal controls.
<u>DUTIES</u>	:	Assess and Monitor compliance with financial management prescripts. Assess and monitor compliance with financial delegations' prescripts. Analyse, review and issue analysis reports on the content and completeness of audit action plans for Departments, Public Entities and Municipalities. Review feedback reports on compliance with information management prescripts. Review feedback reports on compliance with reporting requirements for Public Entities. Manage human and financial resources.
<u>ENQUIRIES</u>	:	Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446
<u>APPLICATIONS</u>	:	Applications must be submitted by email to: <u>MPT02_2024@mpg.gov.za</u>
<u>POST 40/200</u>	:	<u>DEPUTY DIRECTOR: PROVINCIAL INTERNAL AUDIT REF NO: MPT 03/2024</u> Directorate: Provincial Internal Audit
<u>SALARY</u>	:	R1 003 890 per annum (Level 12), all-inclusive remuneration package
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A minimum of Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Internal Audit/ Accounting/ Cost and Management Accounting. A Certified Internal Auditor (CIA) will be added as an advantage. A minimum of 3 years' functional work experience in Internal Audit at junior management level. A valid driver's licence. Skills and Competencies: Knowledge of Internal Audit Standards. Customer relationship management. PFMA, Public Service Act, MFMA and Treasury Regulations. Business Report writing skills, Analytical thinking, communication (Verbal and Written), Interpersonal conflict and problem solving.
<u>DUTIES</u>	:	Manage the Provincial Internal Audit Unit in the Provincial Treasury. Evaluate internal audit plans of Departments, Public Entities and Municipalities and provide recommendations for improvement where necessary. Attend Audit Committee meetings in the province, evaluate the effectiveness of these Committees and provide recommendations to Accounting Officers and Accounting Authorities. Facilitate the induction of newly appointed Audit Committee members. Perform internal Quality Assurance Reviews on the internal audit activities and compile reports on the findings to Departments, Public Entities and Municipalities. Facilitate the Internal Audit Forum and training sessions for Departments, Public Entities and Municipalities. The incumbent must have knowledge of all relevant acts in the Public Sector as well as the Standards issued by the Institute of Internal Auditors. Manage human and financial resources.
<u>ENQUIRIES</u>	:	Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446
<u>APPLICATIONS</u>	:	Applications must be submitted by email to: <u>MPT03_2024@mpg.gov.za</u>
<u>POST 40/201</u>	:	<u>DEPUTY DIRECTOR: PROVINCIAL SUPPLY CHAIN MANAGEMENT REF NO: MPT 04/2024</u> Directorate: Provincial Supply Chain Management
<u>SALARY</u>	:	R1 003 890 per annum (Level 12), all-inclusive remuneration package
<u>CENTRE</u>	:	Nkangala Region
<u>REQUIREMENTS</u>	:	Bachelor's degree/Advanced Diploma/BTech (NQF Level 07) in Financial Management/Supply Chain Management/Public Administration/Public Affairs with a minimum of 3 years work experience in supply chain management at junior management level. A valid driver's license. Skills and Competencies: Knowledge of Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, Supply Chain Management, Regulatory Frameworks, and relevant prescripts governing procurement in the public service. Competency in Microsoft Office Suite (Excel, Word and PowerPoint). Must have good communication (verbal and written), interpersonal, project management, report writing, innovative thinking, analytical, planning and coordination skills.
<u>DUTIES</u>	:	Oversee implementation of tender administration processes. Monitor compliance on bid administration processes in accordance with supply chain management guidelines and prescripts. Monitor advisory service on public procurement and support provided on Central Suppliers Database (CSD) registration. Manage and coordinate departmental programmes, plans and activities in the region. Management of human and financial resources for Nkangala region.
<u>ENQUIRIES</u>	:	Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446
<u>APPLICATIONS</u>	:	Applications must be submitted by email to: <u>MPT04_2024@mpg.gov.za</u>
<u>POST 40/202</u>	:	<u>ADMIN SUPPORT AND COORDINATION REF NO: MPT 05/2024</u> Office of the MEC
<u>SALARY</u>	:	R849 702 per annum
<u>CENTRE</u>	:	Mbombela
<u>REQUIREMENTS</u>	:	A minimum of Bachelor's degree/Advanced Diploma/ BTech (NQF Level 7) in Public Administration/ Public Management/Public Affairs/Business Management with a minimum of 3 years' functional experience in administration at a junior management level. A valid driver's license. Skills and Competencies: Competency in Microsoft Office Suite (Advanced Excel, Word, PowerPoint). Report writing and presentation skills, sound analytical and problem solving skills. Excellent interpersonal skills and customer relations. Knowledge of the PFMA. Ability to apply technical and professional knowledge and skills in immediate work area and wider environment. Ability to work under pressure. Ability to plan effectively and efficiently.

<u>DUTIES</u>	:	Ensure co-ordination of programmes between the Office of the MEC and the Department. Provide and supervise administrative support, including registry support services, driver/messenger services and food aid services in the Office of the MEC. Liaise with departmental stakeholders. Manage filing system in the Office of the MEC. Provide logistical support for meetings. Manage human and financial resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446 Applications must be submitted by email to: <u>MPT05_2024@mpg.gov.za</u>
<u>POST 40/203</u>	:	<u>ASSISTANT DIRECTOR: OFFICE OF THE HEAD PROVINCIAL TREASURY REF NO: MPT 06/2024</u> Office of the Head Provincial Treasury
<u>SALARY CENTRE REQUIREMENTS</u>	:	R552 081 per annum (Level 10) Mbombela A minimum of National Diploma (NQF Level 6) in Management Assistant/Public Administration/Business Management with a minimum of 3 years functional experience in administration. A valid driver's license. Skills and Competencies: Competency in Microsoft Office Suite (advanced Excel, Word and PowerPoint). Report writing and presentation skills. Sound analytical and problem solving skills. Excellent interpersonal skills and customer relations. Knowledge of PFMA, Treasury Regulations and other applicable prescripts. Ability to work under pressure. Planning and organising skills. Ability to maintain confidentiality. Be flexible to work extended hours.
<u>DUTIES</u>	:	Ensure effective and efficient management of Office of the Head: Provincial Treasury. Provide administrative support. Ensure proper management of confidential documents and maintain filing system in the Office of the Head: Provincial Treasury. Manage correspondence and document flow. Manage the diary of the Head: Provincial Treasury. Manage official trips and accommodation requirements of the Head: Provincial Treasury. Serve as secretariat in Head: Provincial Treasury meetings/workshops and record proceedings. Arrange logistics for meetings of the Head: Provincial Treasury. Manage human resources and assets in the Office of the Head: Provincial Treasury.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Dumisani Sibiya or Mr Madoda Nkambule at Tel No: (013) 7664138/4386/ 4435/4478/4446 Applications must be submitted by email to: <u>MPT06_2024@mpg.gov.za</u>
<u>POST 40/204</u>	:	<u>ASSISTANT DIRECTOR: MEDIA MONITORING AND LIAISON REF NO: MPT 07/2024</u> Directorate: Communication
<u>SALARY CENTRE REQUIREMENTS</u>	:	R552 081 per annum (Level 10) Mbombela A minimum of Bachelor's degree/Advanced Diploma/ BTech (NQF Level 07) in Media Studies or Journalism, with 3 years' work experience in a media or communications environment. A valid driver's license. Skills and Competencies: Knowledge of government communications. Understanding of Public Finance Management Act (PFMA) and prescripts relevant to communication. Strong digital and social media management skills; Ability to conceptualize and implement communication campaigns. Good interpersonal skills. Strong organisational, planning and problem-solving skills. Good writing skills. Computer literacy. Ability and willingness to work under pressure, extra hours, travel and work outside the office.
<u>DUTIES</u>	:	Contribute to the development and implementation of departmental integrated communication strategies, policies and plans. Develop, implement and report on media engagement plans. Manage and update media database. Conceptualize and edit editorial content such as media briefing documents, key messages, statements, news stories and social media captions. Provide media monitoring service and compile reports and news media clips. Manage media relations. Support and participate in media activities. Assist with photography services. Assist with the management of social media accounts. Assist with language support, including editing of communication and marketing products. Manage risk and human and financial resources for the sub-directorate. Compile monthly/quarterly performance reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No: (013) 7664138/4386/ 4435/4478/4446 Applications must be submitted by email to: <u>MPT07_2024@mpg.gov.za</u>
<u>POST 40/205</u>	:	<u>ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: MPT 08/2024</u> Directorate: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R552 081 per annum (Level 10) Mbombela A minimum of National Diploma (NQF Level 6) in Public Administration/ Public Management/Public Affairs/Archives and Records Management with a minimum of 3 years' experience in records management or auxiliary services. A certificate in Archives and Records Management will be an added advantage. A valid driver's license. Skills and Competencies: Knowledge of Public Service Act and Regulations, Minimum Information Security Standards, Protection of Information Act, Public Finance Management Act, Occupational Health and Safety Act, National Archives and Standards Act. Good communication skills, financial management skills, Problem solving and interpersonal skills, good planning and organizing skills, report writing skills and time management.

<u>DUTIES</u>	:	Manage and ensure effective records management services. Manage and provide registry counter services. Manage auxiliary services. Supervise the handling of incoming and outgoing correspondences. Supervise daily operations and ensure effective use of office machines in relation to the registry function. Manage the processing of documents for archiving. Manage human and financial resources allocated to the unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No: (013) 7664138/4386/ 4435/4478/4446 Applications must be submitted by email to: <u>MPT08_2024@mpg.gov.za</u>
<u>POST 40/206</u>	:	<u>SENIOR DATA TECHNOLOGIST: CYBERSECURITY AND CLOUD SERVICES ADMINISTRATOR REF NO: MPT 09/2024</u> Directorate: Information Technology
<u>SALARY CENTRE REQUIREMENTS</u>	:	R552 081 per annum (Level 10) Mbombela A minimum of Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Information Technology/Computer Science in/with Software Development, with a minimum of 3 years Cybersecurity and/or Cloud Services Administration experience in the Microsoft 365 with Azure Security, Compliance and Identity Administration Certification. Valid driver's license. Skills and Competencies: Good communication, analytical and interpersonal skills. Good client relations. Advanced experience in Active Directory Architecture. Advanced experience in Active Directory Infrastructure. Experience with development and implementation of Active Directory security concepts and IT Security Solutions in Azure. Advanced Network Knowledge. Expert experience in Azure automation.
<u>DUTIES</u>	:	Adoption and Implementation of the Cyber Security Strategy and Frameworks. Cyber Security Administration. Conduct audits, create and enforce security policies and ensure the province is compliant with all cybersecurity regulations. Implementation of IT Architectures in Azure. Support of IT Architectures in Azure, cloud operations analysis, Identity and Access Management and Administration. Assist the Departments in the execution of security logs management, monitoring, security analysis, event Correlation, vulnerability management, and Impact analysis, incident and problem management. Threat hunting, threat and baseline detection analysis and root cause analysis. Manage human and financial resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No: (013) 7664138/4386/ 4435/4478/4446 Applications must be submitted by email to: <u>MPT09_2024@mpg.gov.za</u>
<u>POST 40/207</u>	:	<u>SENIOR DATA TECHNOLOGIST: IT SERVICE DESK REF NO: MPT 10/2024</u> Directorate: Information Technology
<u>SALARY CENTRE REQUIREMENTS</u>	:	R552 081 per annum (Level 10) Mbombela A minimum of Bachelor's degree/Advanced Diploma/BTech (NQF Level 7) in Information Technology/Computer Science in/with Software Development and a minimum of 3 years IT End-User Support and Helpdesk Management System experience. Certificate in A+, N+. Certificate in ITIL V3 Foundation and/or ITSM will be an added advantage. A valid driver's license. Skills and Competencies: Knowledge and Comprehensive understanding of IT Support Frameworks and standards, Good communication skills. Strong technical knowledge of computer systems, software, and networks. IT Security compliance analysis and monitoring, good troubleshooting skills. Business process analysis and improvement, innovative, problem solving, good interpersonal, conflict management and report writing skills. Project management. People management and customer relations.
<u>DUTIES</u>	:	Manage day-to-day operations of the IT helpdesk. Develop and maintain IT Service Policy Standards and procedures. Manage IT End-User support team. Implement and Improve IT Process flows. Conduct end-user vulnerability risk assessments, develop and implement risk action plans. Oversee the resolution of first line support tickets via phone and in-person. Compile and analyse IT helpdesk performance reports. Monitor and ensure compliance to service standards. Coordinate the resolution of complex tickets with other IT teams. Develop and maintain technical documentation and knowledge base. Research and maintain upkeep with industry standards and emerging technologies. Attend to escalated calls. Ensure compliance to IT Governance Frameworks and regulations. Monitor SLA and MoU compliance. Liaise with Internal and External clients (end-users, Service Providers and/or Departments. Manage human and financial resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No: (013) 7664138/4386/ 4435/4478/4446 Applications must be submitted by email to: <u>MPT10_2024@mpg.gov.za</u>
<u>POST 40/208</u>	:	<u>ASSISTANT DIRECTOR: NORMS AND STANDARDS REF NO: MPT 11/2024</u> Directorate: Norms and Standard
<u>SALARY CENTRE REQUIREMENTS</u>	:	R552 081 per annum (Level 10) Mbombela A minimum of Bachelor's degree/Advanced Diploma/ BTech (NQF Level 7) in Internal Auditing/Risk Management/Auditing/Financial Management/Public Finance Management. A minimum of 3 years' functional work experience in an internal control or compliance environment. A valid driver's license. Skills and Competencies: Good Communication skills

(verbal and written), conflict management, project management, leadership, coordinating, risk assessment, negotiation skills, presentation skills, problem solving, planning and organizing, competency in Microsoft Office Suite (Excel, Word and PowerPoint), Report writing and Analytical skills. Sound knowledge of internal controls.

DUTIES : Assess and monitor compliance with financial management prescripts. Assess and monitor compliance with financial delegations' prescripts. Analyze, review and issue analysis reports on the content and completeness of audit action plans for Departments, Public Entities and Municipalities. Compile feedback reports on compliance with information management prescripts. Compile feedback reports on compliance with reporting requirements for Public Entities. Manage human and financial resources.

ENQUIRIES : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/ 4435/4478/4446
APPLICATIONS : Applications must be submitted by email to: MPT11_2024@mpg.gov.za

POST 40/209 : **ASSISTANT DIRECTOR: BUSINESS SYSTEMS ANALYST REF NO: MPT 12/2024**
Directorate: Interlinked Financial Systems

SALARY : R552 081 per annum
CENTRE : Mbombela
REQUIREMENTS : A minimum of Bachelor's degree/Advanced Diploma/ BTech (NQF Level 7) in Business Administration/Accounting/Computer Systems Engineering/Information Technology in Business Systems/ Information and Communication Technology with a minimum of three (3) years' functional work experience in systems environment. A valid driver's license. Skills and Competencies: Sound knowledge of PFMA, Public Service Act, Public Service Regulations, National Treasury Regulations, National Treasury Circulars and Supply Chain Management prescripts. Knowledge of transversal systems. Compilation of management reports. Must have good communication (verbal and written), interpersonal, project management, innovative thinking report writing, analytical, numerical, planning and coordination skills. Competency in Microsoft Office Suite (Excel, Word and PowerPoint).

DUTIES : Provide assessment of institutions/departments and come up with business solutions to institutions 'operations. Analyse financial reports, market research and operating procedures, strategize ideas to improve business operations. Engage institutions executives and other stakeholders to provide solutions based on the analysis. Gather and analyse data for potential business expansion. Identify specific business opportunities. Influence stakeholders to support business projects. Coordinate project management for selected projects. Coordinate with different departmental teams to produce better business outcomes. Test business processes and recommend improvements. Provide business support to the Provincial Administration through utilization of Transversal Systems. Plan, coordinate, organize human and technological resources of the Province in order to operate, support and monitor the effective and efficient use of transversal systems to maximize production. Coordinate training and information provision in order to give support to Provincial Departments for effective and efficient use of the systems in their daily activities. Providing support to the Provincial Departments by assisting them in obtaining management information through the use of systems. Compile standard policies and procedure manuals for internal security profiles and control deviations. Manage human and financial resources.

ENQUIRIES : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/ 4435/4478/4446
APPLICATIONS : Applications must be submitted by email to: MPT12_2024@mpg.gov.za

POST 40/210 : **DATA TECHNOLOGIST: CYBERSECURITY AND CLOUD SERVICES SUPPORT REF NO: MPT 13/2024**
Directorate: Information Technology

SALARY : R376 413 per annum (Level 08)
CENTRE : Mbombela
REQUIREMENTS : A minimum of a National Diploma (NQF Level 06) in Information Technology with a minimum of 2 years of experience in Cybersecurity and/or Cloud Services. Basic knowledge of Microsoft 365 and Azure Security, Compliance and Identity Administration. A valid driver's license. Skills and Competencies: Good communication, analytical, and interpersonal skills. Good client relations. Basic experience in Active Directory Architecture. Basic experience in Active Directory Infrastructure. Understanding of Active Directory security concepts and IT Security Solutions in Azure. Fundamental network knowledge. Familiarity with Azure automation.

DUTIES : Support the adoption and implementation of the Cyber Security Strategy and Frameworks. Assist with cybersecurity administration tasks. Help conduct audits, create and enforce security policies, ensuring compliance with all cybersecurity regulations. Assist in the implementation and support of IT architectures in Azure. Perform cloud operations analysis and identity and access administration tasks. Support cyber defense SIEM administration tasks. Provide general assistance and support to the Cybersecurity and Cloud Services Administrator in daily activities.

ENQUIRIES : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No: (013) 7664138/4386/ 4435/4478/4446
APPLICATIONS : Applications must be submitted by email to: MPT13_2024@mpg.gov.za

<u>POST 40/211</u>	:	<u>DATA TECHNOLOGIST: IT SERVICE DESK (X3 POSTS)</u> Directorate: Information Technology
<u>SALARY CENTRE</u>	:	R376 413 per annum (Level 08) Bushbuckridge Ref No: MPT 14/2024 Evander Ref No: MPT 15/2024 KwaMhlanga Ref No: MPT 16/2024
<u>REQUIREMENTS</u>	:	A minimum of a National Diploma (NQF Level 06) in Information Technology, with a minimum of 2 years end-user experience in Information Technology environment. Certificate in A+, N+. Knowledge of ITIL V3 Foundation will be an added advantage. A valid driver's license. Skills and Competencies: Good communication and Interpersonal skills. Good customer relations. System development skills. Time management skills. Analytical skills. Knowledge in IT support services, desktop/hardware platforms, Windows OS, M365, Microsoft Office 365 and Apple iOS. Must be knowledgeable in the functions of a service/helpdesk environment.
<u>DUTIES</u>	:	Provide end-user support services with regard to online services, PC hardware and software support, including diagnoses and repairs. Log and attend to calls. System development and process modernization. Participate in the implementation and report on IT and related projects. Provide dedicated IT support services on online, desktop, mobile and virtual environments. Ensure monitoring of service SLA's and MoU's for the desktop, mobile and video solutions in the IT environment.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446 Applications must be submitted by email to: <u>MPT14_2024@mpg.gov.za</u> Applications must be submitted by email to: <u>MPT15_2024@mpg.gov.za</u> Applications must be submitted by email to: <u>MPT16_2024@mpg.gov.za</u>
<u>POST 40/212</u>	:	<u>INTERNAL AUDIT REF NO: MPT 17/2024</u> Directorate: Internal Audit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum (Level 08) Mbombela A minimum of National Diploma (NQF Level 06) in Internal Auditing/Risk Management. Internal Audit Technician (IAT) professional qualification will be an added advantage. A minimum of 2 years working experience in the Internal Audit environment. Valid driver's license. Skills and Competencies: Knowledge Public Finance Management Act (PFMA) Treasury Regulations. Ability to apply concepts in audit assignments; King (IV) Report on Corporate Governance, Internal audit frameworks and methodologies, Global Internal Audit Standards (GIAS) of the Institute of Internal Auditors, (IIA). Skills: Planning and organizing, Communication (written and verbal), Computer Literacy, Leadership, Interpersonal skills, Teammate Enterprise. Ability to work with minimal supervision.
<u>DUTIES</u>	:	Conduct internal audit engagements in accordance to approved audit program within the allocated timeframe. Complete working papers adhering to the requirements of the Internal Audit Methodology. Raise audit findings on areas of concern relating to weaknesses in controls, risk management and governance and provide recommendations for improvements. Assess management action plans and monitor implementation thereof.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446 Applications must be submitted by email to: <u>MPT17_2024@mpg.gov.za</u>
<u>POST 40/213</u>	:	<u>SENIOR STATE ACCOUNTANT: ASSET MANAGEMENT REF NO: MPT 18/2024</u> Office of the Chief Financial Officer
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum (Level 08) Mbombela A minimum of National Diploma (NQF Level 06) in Supply Chain Management /Financial Management. A minimum of 3 years working experience in Asset Management environment. A valid driver's license. Skills and Competencies: Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Procurement Policies and Procedures, Asset Management Framework. Knowledge on BAS and LOGIS systems. Financial Management skills, Good communication skills (verbal and written) Good Presentation skills and Excellent Interpersonal relations skills. Knowledge of Computer Literacy (MS Word, MS Excel, and PowerPoint).
<u>DUTIES</u>	:	Verify the existence of assets. Ensure barcoding of new assets. Ensure that all movements of assets are updated. Ensure that the asset register is updated regularly. Update and maintain the asset and leased registers on a weekly basis. Ensure that correct economic classifications are used on BAS. Update inventory list. Assist in the implementation and management of registers for leased assets. Assist in implementing and monitoring acquisitions, disposal and losses of assets. Report lost assets, conduct internal investigation on losses and ensure that proper compliance. Verify the existence of Finance Leases and prepare monthly reconciliation between BAS and amortization tables versus the Finance Leases register. Determine a disposal strategy for redundant, obsolete and unserviceable assets. Ensure effective control over the safekeeping, utilization and maintenance of departmental assets. Keep appropriate records and maintain systems to produce accurate and reliable inputs for the Interim and Annual Financial Statements. Supervise staff.
<u>ENQUIRIES</u>	:	Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446

APPLICATIONS : Applications must be submitted by email to: **MPT18_2024@mpg.gov.za**

POST 40/214 : **SENIOR PROCUREMENT OFFICER REF NO: MPT 19/2024**
Directorate: Provincial Supply Chain Management

SALARY : R376 413 per annum (Level 08)
CENTRE : Evander
REQUIREMENTS : A minimum of National Diploma (NQF Level 06) in Supply Chain Management/Financial Management/Public Administration/Public Affairs/Public Management. A minimum of 3 years' experience in a Supply Chain Management environment. A valid driver's license. Skills and Competencies: Knowledge of PFMA and related regulations and prescripts. Competency in Microsoft Office Suite (Excel and Word). Good Communication Skills (verbal and written) and Interpersonal Skills. Planning and organizing skills.

DUTIES : Render advisory services to prospective bidders. Issuing of bid documents/bulletins. Closing of bid documents. Stamping, registering and sorting of received bid documents. Ensure availability of tender documents and bulletins. Ensure transportation of closed bid documents to and from head Office/Regional Office and satellite Offices. Registering suppliers on the Central Supplier Database. Supervise staff and compile monthly reports.

ENQUIRIES : Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446
APPLICATIONS : Applications must be submitted by email to: **MPT19_2024@mpg.gov.za**

POST 40/215 : **SUPPORT OFFICER: BAS REF NO: MPT 20/2024**
Directorate: Interlinked Financial Systems

SALARY : R308 154 per annum (Level 07)
CENTRE : Mbombela
REQUIREMENTS : A minimum of National Diploma (NQF Level 6) in Financial Management/Supply Chain Management. A minimum of 2 years' functional work experience in BAS. A valid driver's license. Skills and Competencies: Sound knowledge of PFMA, Public Service Act, Public Service Regulations, National Treasury Regulations, National Treasury Circulars and Supply Chain Management prescripts. Knowledge of transversal systems. Compilation of management reports. Must have good communication (verbal and written), interpersonal, project management, innovative thinking report writing, analytical, Networking, planning and coordination skills. Competency in Microsoft Office Suite (Excel, Word and PowerPoint).

DUTIES : Provide business support to the Provincial Administration through the utilization of Basic Accounting System (BAS). Render support services to all provincial BAS System users. Facilitate forum meetings. Conduct users' workshops. Monitor and support departments on Basic Accounting System (BAS). Perform systems controller's functions. Provide capacity building on Standard Chart of Account (SCOA). Monitoring compliance and enforcement of prescribed legislation, policies and guidelines relating to all procedures. Provide support to Provincial Departments by assisting them in obtaining management information through the use of systems. Compile standard policies and procedure manuals for internal security profiles and control deviations.

ENQUIRIES : Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446
APPLICATIONS : Applications must be submitted by email to: **MPT20_2024@mpg.gov.za**

POST 40/216 : **PROCUREMENT OFFICER REF NO: MPT 21/2024**
Office of the Chief Financial Officer

SALARY : R308 154 per annum (Level 07)
CENTRE : Mbombela
REQUIREMENTS : A minimum of National Diploma (NQF Level 06) in Supply Chain Management /Financial Management/Public Administration/Public Affairs/Public Management. A minimum of 2 years working experience in Supply Chain Management environment. A valid driver's license. Skills and Competencies: Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Procurement Policies and Procedures, Asset Management Framework. Knowledge on BAS and LOGIS systems. Financial Management skills, Good communication skills (verbal and written) Good Presentation skills and Excellent Interpersonal relations skills. Knowledge of Computer Literacy (MS Word, MS Excel, and PowerPoint).

DUTIES : Verify and capture source documents and place the order with the supplier. Ensure that goods are received, recorded and stored. Distribute goods in terms of specific handling requirements. Allocate item identification numbers for commodities, implement inventory techniques, determine stock levels, and maintain stock records. Conduct stock-take. Utilise LOGIS for provisioning, procurement, stock control and reporting. Filing and safeguarding of documents and maintain file documentation register.

ENQUIRIES : Mr Dumisani Sibiya or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446
APPLICATIONS : Applications must be submitted by email to: **MPT21_2024@mpg.gov.za**

POST 40/217 : **ADMINISTRATIVE OFFICER: RISK MANAGEMENT REF NO: MPT 22/2024**
Sub Directorate: Compliance Monitoring

SALARY : R308 154 per annum (Level 07)

<u>CENTRE REQUIREMENTS</u>	:	Mbombela A minimum of National Diploma (NQF Level 06) in Risk Management/ Internal Audit. Minimum of 2 years' experience in risk management. Valid driver's license. Skills and Competencies: Knowledge of Public Financial Management Act, Labour Relations, Basic Conditions of Employment, Batho Pele Principles, Public Service Regulations, Public Service Act and Risk Management. Communication (verbal and written), computer literacy, time management, analytical, interpersonal, and report writing skills. Ability to plan and organise.
<u>DUTIES</u>	:	Assist in communicating the Risk Management Framework to all stakeholders in the department. Assist in the coordination of risk analysis/identification and mitigation processes. Assisting management with risk assessment and development of response strategies (Risk Action Plan). Assist in monitoring the implementation of the response strategies. Assist in collating, aggregating, interpreting and analyzing the results of risk assessment to extract risk intelligence. Assist in compiling risk management reports to top management, Risk and Ethics Committee and Audit Committee. Assist in conducting risk management training and awareness. Provide administrative support to the unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446 Applications must be submitted by email to: <u>MPT22_2024@mpg.gov.za</u>
<u>POST 40/218</u>	:	<u>STATE ACCOUNTANT: BOOKKEEPING REF NO: MPT 23/2024</u> Office of the Chief Financial Officer
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 per annum (Level 07) Mbombela A minimum of National Diploma (NQF Level 06) in Accounting/Finance/ Financial Management with a minimum of 2 years' experience in financial management. A valid driver's license. Skills and Competencies: Knowledge of Public Finance Management Act, 1999 (Act No. 1 of 1999) and Treasury Regulations and related prescripts. Computer literacy. Good communication (verbal and written) and interpersonal skills. Planning and organizing skills. Knowledge of PERSAL and BAS system will be an added advantage.
<u>DUTIES</u>	:	Clearing of Suspense and Control Account. Compilation of journals. Monitoring of departmental cash flow. Administer departmental debtors. Management of Departmental System (BAS). Perform administration support services.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446 Applications must be submitted by email to: <u>MPT23_2024@mpg.gov.za</u>
<u>POST 40/219</u>	:	<u>COMMUNICATION OFFICER: COMMUNITY AND INTRA-DEPARTMENTAL LIAISON REF NO: MPT 24/2024</u> Directorate: Communication
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 per annum (Level 07) Mbombela A minimum of National Diploma (NQF Level 06) in Communication/Public Relations. A minimum of 2 years' experience in events and internal communication. A valid driver's license. Skills and Competencies: Understanding of Public Finance Management Act (PFMA) and government communication, Good interpersonal, Computer Literacy, Communication Skills (written and verbal), and Problem Solving skills.
<u>DUTIES</u>	:	Implement communications strategy, policies and plans for programmes. Coordinate and facilitate all internal and external events, such as outreach programmes, media briefings, seminars, transversal workshops and stakeholder engagement programmes. Update departmental stakeholder database. Participate in exhibitions. Assist with content and management of internal communications platforms and channels such as notice boards and intranet. Write or contribute articles to publications. Perform basic administrative duties related to the responsibility as and when required.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446 Applications must be submitted by email to: <u>MPT24_2024@mpg.gov.za</u>
<u>POST 40/220</u>	:	<u>ADMINISTRATION OFFICER REF NO: MPT 25/2024</u> Sub Directorate: Auxiliary Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 per annum (Level 07) Mbombela A minimum of National Diploma (NQF Level 06) in Public Administration/Public Affairs/Public Management. A certificate in Archives and Records Management will be an added advantage. A minimum of 2 years' experience in records management or auxiliary services. A valid driver's license. Skills and Competencies: Knowledge of legislative frameworks governing records management. Knowledge of registry operations. Must have good verbal and written communication skills, problem solving skills, interpersonal relations, computer literacy, report writing, planning and organizing skills.
<u>DUTIES</u>	:	Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondences. Render effective filing and records management services. Supervise the operations and operate office machines in relation to the registry function. Supervise the processing of documents for archiving. Supervise staff.

ENQUIRIES APPLICATIONS : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446
Applications must be submitted by email to: **MPT25 2024@mpg.gov.za**

POST 40/221 : **DRIVER/MESSENGER REF NO: MPT 29/ 2024**
Office of the MEC

SALARY CENTRE REQUIREMENTS : R183 279 per annum (Level 04)
Mbombela
A minimum of grade 12 or National Certificate (Vocational) Level 4. A valid driver's license. Skills and Competencies: Basic literacy, numeracy and communication skills. Ability to read and write. Willing to work extended hours. Ability to maintain confidentiality. Ability to work under pressure. Good communication and interpersonal skills.

DUTIES : Collect and deliver a wide variety of materials including mail and packages, sorting incoming/outgoing mail and prepare mail for delivery as required, keep records of items received and or delivered and transport officials to and from required destinations for official purposes only.

ENQUIRIES APPLICATIONS : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446
Applications must be submitted by email to: **MPT29 2024@mpg.gov.za**

POST 40/222 : **CLEANER (X2 POSTS)**
Sub Directorate: Auxiliary Services

SALARY CENTRE REQUIREMENTS : R131 265 per annum (Level 02)
Head Office Ref No: MPT 26/2024
Mbombela Square Ref No: MPT 27/2024
A minimum of Grade Ten (10) or National Certificate (Vocational) Level 2. Skills and Competencies: Basic literacy, numeracy and communication skills. Ability to read and write. Ability to operate elementary machines and equipment. Willing to work extended hours, when necessary.

DUTIES : Maintain a high level of hygiene in the workplace. Perform tasks of a routine nature such as dusting working environment, polishing furniture, vacuuming carpets and mopping the floors, removal of waste and preventing littering; and cleaning bathrooms, kitchen, boardrooms and passages. Serve refreshments in boardrooms as and when requested. Keep and maintain cleaning materials and equipment.

ENQUIRIES APPLICATIONS : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446
Applications must be submitted by email to: **MPT26 2024@mpg.gov.za**
Applications must be submitted by email to: **MPT27 2024@mpg.gov.za**

POST 40/223 : **FOOD SERVICE AIDE REF NO: MPT 28/ 2024**
Office of the MEC

SALARY CENTRE REQUIREMENTS : R131 265 per annum (Level 02)
Mbombela
A minimum of NQF level 1 or 2 (Abet Level 2 certificate). Skills and Competencies: Basic literacy, numeracy and communication skills. Ability to read and write. Ability to operate elementary machines and equipment. Willing to work extended hours

DUTIES : Provide food aid services in the Office of the MEC, clean kitchen utensils and equipment. Provide catering support services; keep stock of kitchen utensils and equipment. Apply hygiene and safety measures, maintain quality control measures of all food provided, removal of garbage disposal. Prepare food, snack and beverages (water, tea, coffee, milk, sugar and cold drinks), setup and convey crockery, cutlery and equipment to dining areas, serve food and beverages. Responsible for food supplies and report waste and losses.

ENQUIRIES APPLICATIONS : Mr Dumisani Sibiyi or Mr Madoda Nkambule Tel No:(013) 7664138/4386/ 4435/4478/4446
Applications must be submitted by email to: **MPT28 2024@mpg.gov.za**