

**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.*

<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>CLOSING DATE</u></b>	:	21 February 2025
<b><u>NOTE</u></b>	:	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. <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> 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) N.B. Applicants are advised to apply as early as possible to avoid disappointments.

**OTHER POSTS**

<b><u>POST 05/140</u></b>	:	<b><u>MANAGER NURSING (PN-A9): DISTRICT HEALTH DEVELOPMENT AND SUPPORT REF NO: MPDOH/FEB/25/761</u></b>
<b><u>SALARY</u></b>	:	R1 094 880 - R1 251 879 per annum
<b><u>CENTRE</u></b>	:	Provincial Office, Mbombela (Nelspruit)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2025). A minimum of ten (10) years appropriate / recognizable experience in nursing after registration as a Professional Nurse. At least five (5) years of the period referred to above must be appropriate / recognizable experience in management level IN Public Health Services. Competencies that are needed are knowledge of the District Health System, District Health Planning, and District Health Expenditure Reviews. A demonstrable understanding of the PFMA and Treasury Regulations, Financial Management, People Management and Empowerment, Client Orientation and Customer Care. Skills needed are among others, the following: Leadership, Excellent Communication skills (verbal and written), Problem Solving, Computer Literacy, and Presentation Skills, ability to work under pressure. Valid Driver's licence.

<b><u>DUTIES</u></b>	:	Provide Support on District Health System. Provide support in development of policies related to District Health Services. Provide support to all projects supporting PHC. Provide support in district health development and district health planning. Provide support in district development and in monitoring the implementation of the District Health Systems policy in all health districts. Provide support in the establishment of sub districts and promotion of community participation by coordinating optimal functioning of clinic committees and district hospital boards. Provide support and guidance in consolidation of reports on performance of the programme.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>POST 05/141</u></b>	:	<b><u>DEPUTY DIRECTOR: SECURITY AND AUXILIARY SERVICES REF NO: MPDOH/FEB/25/762</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 003 890 per annum, (all-inclusive remuneration package) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 plus an undergraduate qualification (NQF level 7) in Security Management / Policing as recognized by SAQA. At least a minimum of 3-5 years' experience in Security Management / Policing of which three (3) years must be at supervisory / management level (ASD). Security Manager Course offered by SSA, Vetting course, SAMTRACK will be an added advantage. Must be registered with PSIRA Grade A. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Manage and provide security management and auxiliary services. Manage the provision of physical security management services. Manage auxiliary services. Manage all aspects of Security: (Security Administration, Physical, Information, Personnel, ICT) in line with MISS and MPSS. Develop security policies, Security Plan and Standard Operating Procedures (SOP). Provide guidance and leadership to subordinates at the provincial and district offices. Render advice on security matters and keep track of the developments in the security field for the purpose of reviewing security measures within the Department. Develop a plan and conduct physical security appraisals/assessments and ensure proper implementation of recommendations in consultation with relevant authorities. Develop a departmental vetting strategy and the vetting of personnel. Report/liase with SAPS and SSA all incidents or suspected incidents of security breaches and leakages of sensitive information for investigation. Develop departmental security awareness plan. Conduct Threat Risk Assessment (TRA). Liaise with SAPS on issues involving criminal activities within the department. Implement and monitor policy procedures and code of ethics with respect to departmental security policy. Create, develop, and maintain a security training capacity for the department and conduct security training sessions for staff. Advise management about the security implications of management decisions. To manage/monitor the performance of Security service providers in terms of the SLA. To make necessary security arrangements for departmental functions with all security stakeholders. Advise on adherence to security measures and procedures and corrective measures in case of non-compliance.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>POST 05/142</u></b>	:	<b><u>PRINCIPAL NETWORK CONTROLLER REF NO: MPDOH/FEB/25/763</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 003 890 per annum, (all-inclusive remuneration package) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 plus an undergraduate qualification (NQF level 7) in Information Communication and Technology / Information Technology or equivalent qualification related to the field as recognized by SAQA. ITI and COBIT Certification will be an added advantage. At least a minimum of 3-5 years' experience in Information Communication Technology of which three (3) years must be at supervisory / management level (ASD) directly involves managing IT systems engineers who deploy and maintain virtual infrastructure

(servers, storage, networks) on the Microsoft Azure platform. Key competencies: Applying technology, Communication and Information Management, and Continuous improvement. Skills: Analytical/Critical thinking; Complex Problem solving; Advanced comprehension, application, and synthesis of computer-based systems. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism. Valid driver's licence.

**DUTIES** : Manage and perform supervisory duties daily for the IT Desktop Support Team and ensure procedures and processes are adhered to. Implement and Maintain ICT Cloud and Infrastructure Operations: Maintain and ensure ICT operational procedures and operational tasks are achieved reliably and consistently to ensure the high availability of computer systems in the department. Ensure adequate staffing levels are always maintained within the Desktop Support team. Ensure targets outlined by the SLA and KPIs are achieved. Ensure jobs assigned to the Desktop support group are managed and completed within targets outlined by the SLA. Set procedures and processes in line with standards within the IT Desktop environment. To line manage and be responsible for the personal and technical development of the Desktop Support Team, including appraisals and training plans. Quality checking and auditing of work carried out by the Desktop Support team. To propose, document and implement changes to policies or procedures in line with technological advancements. Assist in the development, maintenance, implementation, and changes to the SLAs. Act as a primary point of contact for escalation from a 63 Desktop Support level in times of major system outages, supplier issues and conflict resolution with customers. Monitor and identify any trends or irregular activities on jobs logged with the Desktop Support group that could relate to potential IT issues. Ensure that all requests from customers for assistance are handled promptly and effectively, and if necessary, escalated to the appropriate level. To assist in the technical development and enhancement of customer support systems and Desktop functionality. Install, configure, maintain, and upgrade desktop hardware and software applications. Assist Users in choice of appropriate hardware and software – desktops, laptops, PDAs, scanners, printers. Direct, plan, organise, and manage operations for stability, availability, and integrity of the organization's IT LAN Support. Manage the delivery of critical support services for day-to-day IT operations, data communications, and telecommunications according to the required time frames. Provide regular reports. Develop solutions to technical challenges. Serves as project manager and provides advanced technical guidance to customers and staff; Supports continual improvement in the delivery of customer services and departmental performance. Guide on ICT Procurement in the Department, Ensure conformance to LAN policies, procedures and standards and training for users on LAN operation.

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**POST 05/143** : **DEPUTY DIRECTOR: OFFICE OF THE CFO REF NO: MPDOH/JAN/25/764**

**SALARY** : R849 702 per annum, (All-inclusive remuneration package)  
**CENTRE** : Provincial Office, Mbombela (Nelspruit)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus an undergraduate relevant qualification (NQF Level 7) in Finance / Financial Management / Management Accounting / Auditing as recognized by SAQA. At least a minimum of 3-5 years' relevant experience at supervisory / management level (ASD). Knowledge: Departmental policies and procedures. Project Management. General management. Strategic management. Treasury Regulations. Skills: Leadership. Negotiating. Facilitation. Computer literacy. Presentation. Innovative. Analytical. Planning and organising. Verbal and written communication. Analysing and understanding Budgets. Ability to function independently and work under pressure. A valid driver's licence.

**DUTIES** : Receive, analyse and interpret all incoming correspondence, channel it to relevant components for attention and make follow-ups where necessary, Compile reports, act as Secretary during meetings and manage the budget of the CFO's office. Co-ordinate and facilitate the compilation of annual estimates for the CFO's Office. Assist in the development and implementation of strategic

plans. Ensure compliance with all legal frameworks and execute any other task as directed by the CFO. Maintain confidentiality and promote the image of the CFO's office. Responsible for coordinating and consolidation of various submissions to oversight bodies. Assist in preparing and maintaining the progress of the audit action plan. Facilitate and Reconcile audit information.

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**POST 05/144** : **DEPUTY DIRECTOR: REVENUE MANAGEMENT REF NO: MPDOH/JAN/25/765**

**SALARY** : R849 702 per annum, (all-inclusive remuneration package)  
**CENTRE** : Provincial Office, Mbombela (Nelspruit)  
**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent qualification plus an undergraduate relevant qualification (NQF Level 7) in Finance / Financial Management / Management Accounting / Public Management as recognized by SAQA. At least a minimum of 3-5 years' experience in Financial Management and Municipal Finances at supervisory / management level (ASD). Proficiency in MS Excel, MS Word, PowerPoint and MS Project. Generic Competencies: Planning and Organising. Problem solving and decision making. Coordination. Project management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: Extensive knowledge in Financial Management and Municipal Revenue Management. Comprehensive knowledge and, the Division of Revenue Act (DoRA), the Public Finance Management Act (PFMA) and Policy Development. A valid driver's licence and extensive travelling.

**DUTIES** : The successful candidate will perform the following duties: Support Hospitals with the development and implementation of revenue enhancement initiatives to enhance revenue collection. Monitor and report on credibility of Hospital credit controls and debt collection policies. Monitor and report on the payment of inter-government debt to Hospitals by providing support to the districts as well as through facilitation and coordination of stakeholder relationship in resolving any disputes on Hospital debt. Manage the coordination and development of Hospital debt collection and financial recovery plans., including the debt owed to RAF and other stakeholders.

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**POST 05/145** : **ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH GRADE 1 REF NO: MPDOH/FEB/25/766**

**SALARY** : R605 550 – R670 734 per annum  
**CENTRE** : Ehlanzeni District Office, Mbombela (Nelspruit)  
**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent qualification plus appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (2025). A minimum of three (3) appropriate experiences in the relevant profession after registration with the (HPCSA) as independent practice of which five (5) years must be appropriate experience in supervisory / management level. Knowledge in strategic planning, financial management and budgeting, monitoring and evaluation. The individual must be able to work under pressure. Possess a valid driver's license. Understanding Environmental Health Services related policies. Strategic leadership qualities and programme management abilities. Good communication and human relation skills. Problem solving and decision is making skills. Report writing skills. Computer literacy. Valid driver's licence.

**DUTIES** : Develop and implement environmental health related policies, guidelines, plans, norms and standards and procedures. Provide capacity to the sub-districts and municipalities on existing and newly promulgated legislation and norms and standards. Ensure the implementation of Chapter 3 of the National

Environmental Management Act, 1988 (Act 108 of 1998), Assist in the development and compilation of Environmental Management Plan for the National Department of Health and ensure annual compliance reporting in compliance to NEMA 1998. Facilitate the implementation of health impact assessment of the development in South Africa. Ensure the integration of health impact assessment within environmental impact assessment processes in the country. Coordinate and support the implementation of water quality monitoring and sanitation programmes by the sub-districts and municipalities. Capacitate Environmental Health Practitioners in the sub-districts and municipalities on norms and standards for health water quality monitoring for protection of public health. Coordinate the implementation of hygiene promotion programmes in the country towards the implementation of sustainable development goals. Build capacity of community health workers, health promoters and environmental health workers on hygiene behaviour change promotion. Execute any related activities as directed by the immediate supervisory / management level.

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**POST 05/146** : **ASSISTANT DIRECTOR: LOSS AND DISPOSAL MANAGEMENT REF NO: MPDOH/FEB/25/767**

**SALARY CENTRE REQUIREMENTS** : R552 081 per annum, (plus service benefits)  
 : Provincial Office, Mbombela (Nelspruit)  
 : Senior Certificate / Grade 12 or equivalent qualification plus Diploma / Degree in Finance / Financial Management / Supply Chain Management / Purchasing / Logistics / Public Administration / Public Management / Management Accounting / Economics / Auditing as recognized by SAQA. At least a minimum of 3 - 5 years' relevant experience of which three (3) years' experience must be at supervisory / managerial (level 7/8). Key Competencies: Computer literacy MS office; Sound knowledge of administration; Good interpersonal relations, communication, verbal and written skills; Problem solving; Ability to work under pressure and work independently; Teamwork; Knowledge of PFMA; Logical and innovative thinking abilities and leadership skills. Understanding of modified cash standard (mcs). Public service transformation and management issue. White paper on transformation of public service. Public service Act. public service regulations and relevant prescripts. Departmental policies and procedures. Batho Pele Principles. Labour relations and collective bargaining systems. Minimum information security standards. Skills: Administration and financial management. self- management. Budgeting and financial management. customer focus and responsiveness. Development others. Planning and organizing, decision- making, project management. Team leadership, managing Interpersonal conflict. Impact and influence. computer literacy diversity management. Networking and building bonds. A valid driver's licence.

**DUTIES** : Render loss and disposal management services. Coordinate and administer loss and disposal assets. Develop and implement guidelines on disposal of assets and losses. Develop and monitor the implementation of management policies, systems and processes. Co- ordinate, review and undertake the implementation of the physical asset framework and policies, monitor assets through verification (physical condition, functionality, utilization and financial performance) evaluation and reporting.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, 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.

**POST 05/147** : **ASSISTANT DIRECTOR: MOVABLE AND IMMOVABLE ASSESTS REF NO: MPDOH/FEB/25/768**

**SALARY CENTRE** : R552 081 per annum, (plus service benefits)  
 : Provincial Office, Mbombela (Nelspruit)

<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 or equivalent qualification plus Diploma / Degree (NQF Level 6/7) in Finance / Asset Management, Logistics / Fleet management / Financial Management / Management Accounting as recognized by SAQA. At least a minimum of 3 - 5 years' relevant experience of which three (3) years' experience must be at supervisory / managerial (level 7/8). Key Competencies: Computer literacy MS office; Sound knowledge of administration; Good interpersonal relations, communication, verbal and written skills; Problem solving; Ability to work under pressure and work independently; Teamwork; Knowledge of PFMA; Logical and innovative thinking abilities and leadership skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	To render movable and immovable assets. Develop and render assets management policies. Administer the transfers and movement of assets. Conduct physical verification of assets. Facilitate the acquisition performance and disposal of assets. Render the performance departmental assets and facilities. Facilitate recording of loss, damage or management of assets. Render asset register and registration of assets on LOGIS system. Provide movable asset management services. Develop and maintain asset register. Coordinate and administer donations and surpluses. Develop and implement guidelines on asset management donations and surpluses. Develop and monitor the implementation of asset management policies, systems and processes.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>POST 05/148</u></b>	:	<b><u>SENIOR DATA TECHNOLOGIST: SERVER ADMINISTRATOR REF NO: MPDOH/FEB/25/769</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R552 081 per annum, (plus service benefits) Provincial Office, Mbombela (Nelspruit)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 or equivalent qualification plus Diploma / Degree (NQF Level 6/7) in Information Communication and Technology / Information Technology or equivalent qualification related to the field as recognized by SAQA. At least a minimum of 3-5 years' experience within Information Communication Technology Environment. Experience in working within the ITIL Framework for Incident, Problem, Change, or Service Experience in the design, planning, implementation of an Enterprise Server solutions and services. Knowledge and Skills: Working knowledge of Windows Server 2016-2022, Active Directory, MS Exchange Server 2016/2019 and Microsoft Office Suites plus M365. Working knowledge of Azure and M365 Technologies, Exchange Hybrid (Exchange Online), SharePoint, OneDrive for Business and Teams Management, including knowledge of Identity and Endpoint Security or Cybersecurity Technologies, Working knowledge of Microsoft Endpoint Configuration Management (SCCM). Working knowledge of Backup solutions. LAN and WAN networking/troubleshooting skills. SAN administration. Working knowledge of Virtualization Solutions mainly Microsoft Hyper-V Technology. Knowledge IT security practices and standards. Good business analysis abilities; Good project management abilities; Sound problem-solving abilities. Knowledge of other computing technologies like open-source systems is an added advantage.
<b><u>DUTIES</u></b>	:	Develop and implement the overall strategy for all aspects of our data centres and infrastructure. Day-to-day management of departmental server infrastructure across the head office and departmental regions. Develop and implement business continuity and disaster recovery plans. Responsible for departmental security design, assessment, and remediation. Ensure effective management and availability of production, staging and development. infrastructure. Manage software licenses on a company-wide basis. Perform day-to-day Server Operations duties, commissioning and decommissioning of Servers, Manage Active Directory and Azure Identities, monitor resources accessibility. Manage Cloud Computing resources. Manage and monitor Application Servers' availability. Management of Computer resources using centralized tool like Endpoint Configuration Manager.
<b><u>ENQUIRIES</u></b>	:	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.

**POST 05/149** : **OPERATIONAL MANAGER (PN-A5): OPD REF NO: MPDOH/FEB/25/770**

**SALARY** : R520 560 - R596 322 per annum  
**CENTRE** : Standerton Hospital (Gert Sibande 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. A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (2025). 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.

**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 develops and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.

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**POST 05/150** : **PROFESSIONAL NURSE GRADE 1 (PN-B1): OPERATING THEATRE REF NO: MPDOH/FEB/25/771**

**SALARY** : R451 533 – R530 376 per annum  
**CENTRE** : Piet Retief Hospital (Gert Sibande 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 (2025), 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, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is 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.

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**POST 05/151** : **PROFESSIONAL NURSE GRADE 1 (PN-B1): ADVANCED MIDWIFERY REF NO: MPDOH/FEB/25/772**

**SALARY** : R451 533 – R530 376 per annum  
**CENTRE** : Piet Retief Hospital (Gert Sibande 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 (2025), 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 Advanced Midwifery 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 Advanced Midwifery 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, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, 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.

**POST 05/152** : **PROFESSIONAL NURSE GRADE 1 (PN-B1): OPHTHALMOLOGY REF NO: MPDOH/FEB/25/773**

**SALARY** : R451 533 – R530 376 per annum  
**CENTRE** : Ermelo Hospital (Gert Sibande 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 (2025), 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 Ophthalmology 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 Ophthalmology 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, labour and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, 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.

**POST 05/153** : **ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: MPDOH/FEB/25/774**

**SALARY** : R444 036 per annum, (plus service benefits)  
**CENTRE** : Provincial Office, Mbombela (Nelspruit)  
**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent qualification plus Diploma / Degree (NQF 6/7) in Public Administration / Public Management as recognized by SAQA. At least a minimum of 3–5 years' relevant experience in Auxiliary Services of which three (3) years' experience must be at supervisory / managerial (level 7/8). Candidates should have proven supervisory skills; good planning, organizational and communications skills; Knowledge of relevant PFMA, norms and standards for healthcare establishment; ideal hospital modernization and realization framework, knowledge of Infection prevention and control as well as waste management policies and procedures. Computer literacy. Ability to work independently and under pressure. Computer literacy particularly MS, Excel, Outlook & Word. Good interpersonal relationship, networking, written and verbal communication skills at all levels. Logical and innovative thinking abilities and leadership skills.

**DUTIES** : Manage auxiliary services. Manage rental of office equipment. Provide telecom services. Manage and render messenger services. Render support services in the provincial office i.e. (cleaning services, hygiene, pest control, waste management, Switchboard Services, Telecommunication services, etc. Monitor and report on proper implementation of the cleanliness of the offices and maintaining the quality standard required by the institution. Assist the head office to comply with the norms and standards for healthcare establishments as well as adhering to the ideal head office modernization and realization framework. Ensure adequate waste segregation and management. Participate in inter and intra-departmental committees that deals with issues of cleaning, waste management, infection prevention and control, accommodation, quality assurance, management etc. Provide guidance to subordinates and monitoring their performance. Maintain discipline and sound labour relations practices. Handle queries and ensure that rules and regulations of the institution are carried out. Attend to Human resource matters, do record keeping and statistics, compile and submit reports. Monitor and manage customer care and operational procedures of Auxiliary and Support Services Unit. Sound inventory management and control. Plan and implement training programmes

- for staff. Fulfill duties as per job description and any other duties delegated by supervisor.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, 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.
- POST 05/154** : **ASSISTANT DIRECTOR: REVENUE MANAGEMENT (CASE MANAGEMENT) REF NO: MPDOH/FEB/25/775**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum, (plus service benefits)  
: Provincial Office, Mbombela (Nelspruit)  
: Senior Certificate / Grade 12 plus a health-related qualification that qualifies for registration with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC), augmented by relevant experience in the provision of health care services. A qualification in Nosology will be an added advantage. At least a minimum of 3 - 5 years' experience in a health environment of which three (3) years' experience must be at supervisory / managerial (level 7/8). Computer literacy in MS Word, Excel and PowerPoint, Virtual meeting platforms literacy. Ability to work independently under pressure. NB: This post is not linked to any of the Occupational Specific Dispensations. Knowledge and Skills: Knowledge of current health and Public Service legislations. Thorough understanding of diagnosis, procedures, ICD-10 coding and other health services. Knowledge of working of Medical Schemes industry. Project Management and report writing skills. Well-developed communication and presentation /interpersonal relations and management skills. Understanding of the National Uniform Patient fee Schedule and National Reference Price List will be an added advantage. Valid drivers' licence is an inherent requirement and willingness to travel to facilities.
- DUTIES** : Coordinate and facilitate functional case management function in the department. Implement Policies, Protocols and Procedures for Case Management. Develop guidelines relating to the charging of procedures, coding and other services in line with the National Uniform Patient Fee Schedule. Perform technical analysis and collate data on all procedures performed in the health facilities. Assist hospitals to correctly code the services and produce correct bills. Coordinate the workflow processes between clinical and admin personnel towards obtaining accurate information required for DRG coding and billing. Provide training, and guidance to staff involved in case management and coding as well as liaison with relevant role players. Capacitate billing staff in the interpretation of various procedures. Ensure that institutions perform clinical coding, clinical updates, and implement ICD10 related processes. Communicate and update clinical information for funded private, subsidized and foreign patients.
- ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, 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.
- POST 05/155** : **ASSISTANT DIRECTOR: BOOKKEEPING SERVICES REF NO: MPDOH/FEB/25/776**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum, (plus service benefits)  
: Provincial Office, Mbombela (Nelspruit)  
: Senior Certificate / Grade 12 or equivalent qualification plus Diploma / Degree (NQF 6/7) in Finance / Commerce / Financial Management / Management Accounting / Cost Management as recognized by SAQA. At least a minimum of 3–5 years' relevant experience in Bookkeeping Services of which three (3) years' experience must be at supervisory / managerial (level 7/8). Key Competencies: Competencies: Sound working knowledge of BAS, the PFMA, Treasury Regulations as well as the specified work field. In depth knowledge pertaining to the Standard Chart of Accounts (SCOA). Sound knowledge and understanding of the financial accounting procedures, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical, communication-, writing and problem-

		solving skills. Sound interpersonal and management skills. A valid driver's licence will be an added advantage.
<b><u>DUTIES</u></b>	:	To render bookkeeping services. Render reconciliation of Paymaster General Account. Manage suspense and ledger accounts. Render cashflow and petty cash management services. Reconcile sources of funding equitable shares and conditional grants. Monitor PMG account and daily bank reconciliation. Compile monthly certificate of compliance. Assist in preparation of financial statements and audit files. Monitoring of ledger accounts and correct misallocation. Performance of month end procedures such as clearing suspense account and month end closure. Safekeeping and control of financial documents. Execute HR performance management.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>POST 05/156</u></b>	:	<b><u>ASSISTANT DIRECTOR: RISK PERFORMANCE AND CONTRACT MANAGEMENT REF NO: MPDOH/FEB/25/777</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036 per annum, (plus service benefits) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 or equivalent qualification plus Diploma / Degree (NQF 6/7) in Finance / Financial Management / Management Accounting / Logistics / Auditing as recognized by SAQA. At least a minimum of 3–5 years' relevant experience in Risk Performance and Contract Management of which three (3) years' experience must be at supervisory / managerial (level 7/8). Key Competencies: Computer literacy MS office; Sound knowledge of administration; Good interpersonal relations, communication, verbal and written skills; Problem solving; Ability to work under pressure and work independently; Teamwork; Knowledge of PFMA; Logical and innovative thinking abilities and leadership skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	To render risk performance and contract management services. Monitor contract and cost variance. Monitor contract performance management service. Facilitate service provider contracts and service level agreements. Investigate complaints regarding noncompliance on tender processes. Provide advice regarding the invoking of contractual penalty causes or withdrawal of contracts. Ensure compliance regarding norms and standards. Monitor store efficiency and cost variance per item. Monitor cost efficiency of procurement processes. Provision of input to Contract Management policies and strategies. Administer Contract Price Adjustments/Extensions and Cancellations. Oversee and monitor contract administration. Monitor and evaluate contract performance. Ensure that signed contracts are communicated to all relevant parties to provide contract awareness, interpretations to support implementation. To ensure that contracts are properly enforced. Ensure compliance to PFMA, PPPFA, Treasury regulations and SCM policy framework. Compiling of monthly, quarterly and yearly reports. Handling the audit queries in relation to internal Audit and Auditor General. Responsible for staff development and supervision of staff. To render bookkeeping services. Render reconciliation of Paymaster General Account. Manage suspense and ledger accounts. Render cashflow and petty cash management services. Reconcile sources of funding equitable shares and conditional grants.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>POST 05/157</u></b>	:	<b><u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036 per annum, (plus service benefits) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 or equivalent qualification plus undergraduate (NQF 7) in Social Work / Science / Psychology as recognized by SAQA. At least a minimum of 3–5 years' relevant experience in Employee Health and Wellness Environment of which three (3) years' experience must be at supervisory / managerial (level 7/8). Current registration with the South African

Council of Social Service Professions (SACSSP) / Health Profession Council of South Africa (HPCSA). Knowledge and understanding of Employee Health and Wellness strategic frame for the Public Service. Knowledge of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), Public Service Act, Public Service Regulations, DPSA EHW Strategic Framework, DPSA HIV/AIDS, TB and STI Policy and Framework, DPSA Health and Productivity Policy, DPSA SHERQ Policy, DPSA Wellness Management Policy and Organizing and project planning. Must have people management skills, must have ability to interpret and apply legislation, policies and strategies. Functional knowledge of mainstreaming HIV/AIDS. Knowledge in the management of injury on duty. Knowledge of the PILIR. Excellent communication (verbal and written) skills. Knowledge and application of Employee Health and Wellness Counselling skills, report writing, program design and implementation skills, good presentation skills, assessment /diagnostic skills, problem solving, project management, analytical skills, innovative, quality orientated, computer literacy, knowledge and understanding of relevant legislations and their alignment to 132 of the Public Service EHW Strategic Framework.

**DUTIES** : Coordinate the Employee Health and Wellness Programme in line with the overall strategy of the institution. Develop, implement and review the Employee Health and Wellness Programme Policies and Strategies. Coordinate the implementation of wellness programmes, projects and interventions. Liaise with relevant external parties for referrals and identify appropriate institutions that will assist staff. Develop and implement the Employee Health and Wellness marketing and promotion strategy. Identify departmental health risk trends and implement effective EHW Programmes to enhance the health and wellness of employees and the organization. Advise management regarding the trends that could influence overall work performance as a result of social malfunctioning. Provide the facilitation of onsite critical incident stress debriefing following traumatic incidents. Identify, manage and implement life management service or life management service or lifestyle development interventions e.g. health screenings, Stress Management Workshops, Relationships Management Workshops or training, financial management and debt control. Oversee the functioning of the sports and other physical and recreational activities. Oversee the functioning of bereavement. Monitor, evaluate and report to all stakeholders to ensure continuous improvement of the Employee Health and Wellness Programme. Conduct staff satisfaction survey, analyse, evaluate data and communicate information, statistics and results.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, 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.

**POST 05/158** : **SENIOR PERSONNEL PRACTITIONER: RECRUITMENT AND SELECTION REF NO: MPDOH/FEB/25/779**

**SALARY** : R376 413 per annum, (plus service benefits)  
**CENTRE** : Provincial Office, Mbombela (Nelspruit)  
**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent qualification plus six (6) years relevant experience in Human Resource Management or Diploma / Degree (NQF Level 6/7) in Human Resource Management / Public Administration / Public Management as recognized by SAQA. At least a minimum of three (3) years relevant experience in Human Resource Management. At least three (3) years' experience in the post of Personnel Practitioner / Principal Personnel Officer (Level 7). A minimum of (3) PERSAL courses is an inherent requirement. Knowledge of interpretation of PERSAL reports. A Good understanding and Functional knowledge of the Public Service Act, Public Service regulations, Basic condition of employment Act, Employment Equity Act, Computer literacy, Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence.

**DUTIES** : Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers,

verification of qualifications, secretarial functions for interviews, absorptions, probationary periods, etc.). Performance management, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide, and advise the personnel on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Give input in the development of strategic, business and procurement plans. Consolidate monthly and quarterly reports. Ensure development of staff training needs. Facilitate financial and human resources. Employees should be able to interpret and understand regulatory framework relating to employee benefits including the OSD. Coordinate performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide and advise the staff on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Provide support to the Assistant Directors.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, 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.

**POST 05/159** : **ADMINISTRATIVE OFFICER: FLEET MANAGEMENT REF NO: MPDOH/FEB/25/780**

**SALARY CENTRE REQUIREMENTS** : R308 154 per annum, (plus service benefits)  
: Provincial Office, Mbombela (Nelspruit)  
: Senior Certificate/ Grade 12 or equivalent qualification plus three (3) years relevant experience in vehicle or fleet management or Diploma / Degree (NQF Level 6/7) in Logistics / Fleet / Transport Management as recognized by SAQA. Computer literacy. Knowledge and Experience of the Department policies, prescripts and practices. Good interpersonal as well as written and verbal communication skills. A Team Player with basic management skills, sound interpersonal relations and numerical skills. Valid driver's licence.

**DUTIES** : Co-ordinate transport ensure that the best and most economic use of Government motor transport is maintained. Exercise control over the maintenance and expenditure involved in the use of Government motor transport. Arrange for proper completion and regular scrutiny of all records and returns concerning Government motor transport. Ensure that the Vehicles under his/her/control are kept in good condition and that they are serviced regularly. Ensure the control of logbooks and the safe keeping of keys and petrol cards. Ensure that all instructions compiled with. Act as liaison between his/her office, Westbank and Government garage. Ensure that maintenance schedules are kept and that vehicles are properly looked after and checked on daily basis before and after each trip. Ensure availability of vehicles and co-ordinate transportation for all Hospital activities. Plan daily weekly and monthly vehicle use in line with priorities and service delivery aims. Supervision of junior personnel. Be able to work under pressure. Maybe required to work overtime.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, 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.

**POST 05/160** : **ADMINISTRATIVE OFFICER: MANAGEMENT OF LICENCES AND PETROL CARDS REF NO: MPDOH/FEB/25/781**

**SALARY CENTRE REQUIREMENTS** : R308 154 per annum, (plus service benefits)  
: Provincial Office, Mbombela (Nelspruit)  
: Senior Certificate/ Grade 12 or equivalent qualification plus three (3) years relevant experience in vehicle or fleet management or Diploma / Degree (NQF Level 6/7) in Logistics / Fleet / Transport Management as recognized by SAQA. Computer literacy. Knowledge and Experience of the Department policies, prescripts and practices. Good interpersonal as well as written and verbal

		communication skills. A Team Player with basic management skills, sound interpersonal relations and numerical skills. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Co-ordinate and administer GG vehicles licences and petrol cards. Ensure that all expired licences are renewed on time to avoid GG vehicles being dormant. Ensure that GG vehicles have active petrol cards. Collecting and recording of all new petrol cards in the Petrol Card Register. Manage, update, and reconcile of all Asset Registers i.e., FNB, Government Garage and the Departmental Registers. Collecting and recording of all new licences and their expiry date in the Fleet Asset Register. Request and receiving reports for all loss, damage, and stolen petrol cards. Preparation and forward of loss, damage, or stolen petrol cards incidents to be tabled at the Accident, Damage, Theft, Loss and Disposal Committee. Processing of payment of FNB and licences accounts. Do journals to debit the institutions for fuel, oil, and maintenance from the FNB account. Request all Certificates of Fitness (COF) documents, from the institutions for the renewal of licences. Act as liaison between his/her office with Government Garage and the Department of Community, Safety, Security and Liaison. Ensure compliance with all instructions. Supervision of junior personnel. Be able to work under pressure. May be required to work overtime.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>POST 05/161</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: PROCUREMENT MANAGEMENT (SCM) REF NO: MPDOH/FEB/25/782</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R308 154 per annum, (plus service benefits) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience in Supply Chain Management / Financial Management or Diploma / Degree (NQF Level 6/7) in Finance / Logistics / Procurement / Supply Chain Management / Financial / Management / Management Accounting as recognized by SAQA. Knowledge of the Public Finance Management Act, Treasury Regulations, Supply Chain Management procedure. Knowledge of Basic Accounting Systems (BAS) and LOGIS will be an added advantage. Skills and Competencies Computer Literacy in (Ms Word Excel and PowerPoint). Excellent Communication Skills (verbal and written). Understanding of PFMA, Preferential Procurement Regulations. Problem Solving Skills. Ability to work individually and within a Team. Sound Organising and Planning Skills. Customer Orientation and Leadership Abilities. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Sourcing of quotations for the procurement of goods and services. Ensure compliance with all prescripts that governs the procurement of goods and services. Manage the performance and development of the acquisition management unit. Provide Administration support to supply chain management committees and check compliance of all procurement processes. Arrange and facilitate evaluation process Compile comparative schedules for requests up to the value of R 1 000 000.00. Compilation and assessment of supply chain management reports. Attend and respond to audit queries.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>POST 05/162</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: COLLECTIVE BARGAINING REF NO: MPDOH/FEB/25/783</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R308 154 per annum, (plus service benefits) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience or Diploma / Degree (NQF Level 6/7) in Human Resource Management / Public Management as recognized by SAQA. Knowledge of Labour Relations, PSA, PRS, Grievance Procedures and disciplinary code, Computer literacy and report writing. Good interpersonal and communication skills, verbal and written. Budgeting and willing to work under pressure.

		Knowledge of Batho Pele Principles and customer care. Problem solving skills, analytical thinking, maintaining discipline and conflict resolution and organizing skills. Valid driver's licence will be an added advantage.
<b><u>DUTIES</u></b>	:	Render administrative and logistic support services for the Office and office of the Director Labour Relations. Grievance investigation. Misconduct investigation. Represent Department at Provincial. Bargaining chamber. Compile monthly Labour Relations reports. Conduct disciplinary hearing. Render advisory service to management and employees.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>POST 05/163</u></b>	:	<b><u>STATE ACCOUNTANT: REVENUE MANAGEMENT REF NO: MPDOH/FEB/25/784</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R308 154 per annum, (plus service benefits) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 or equivalent qualification plus three (3) years relevant experience or Diploma / Degree (NQF Level 6/7) in Finance / Financial Management / Management Accounting as recognized by SAQA. Knowledge and experience of provisioning administration, focus in the following areas: LOGIS, Preferential Procurement Policy Framework (PPFFA), Public Finance Management Act (PFMA) and Treasury Regulations and general knowledge of Basic accounting system (BAS). Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Valid driver's licence will be an added advantage.
<b><u>DUTIES</u></b>	:	Collect revenue and bank it, Process debtors accounts. Prepare financial reports, Develop strategic plans. Maintain and apply the filing system for medical records. Classify and reclassify patients, Compile management reports, Evaluate staff performance.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>POST 05/164</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/JAN/25/789 (X5 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R307 473 – R362 187 per annum Thubelihle CHC (Nkangala District) Senior Certificate / Grade 12 or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice (i.e. Diploma/ Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse (2025). 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.
<b><u>DUTIES</u></b>	:	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**

: 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.