

**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>	:	07 October 2025
<b><u>NOTE</u></b>	:	N.B. Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate the 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 councils for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from the Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the CORRECT references when applying and where possible the station / centre where the post is. <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)
		<b>ERRATUM:</b> Kindly note that the posts were posted in the Public Service Vacancy Circular 29 dated 15 August 2025, the post of Operational Manager Nursing (PN-B3): Maternity (Bethal Hospital, Gert Sibande District) with Ref. No.: MPDoH/Aug/25/322), the post of Operational Manager Nursing (PN-A5): General (Standerton Hospital, Gert Sibande District) with Ref No, MPDoH/Aug/25/327 with the closing date of 29 August 2025 and the post posted in the Public Service Vacancy Circular 32 dated 05 September 2025, the post of Administrative Officer: Risk and Security (Mapulaneng Hospital, Ehlanzeni District) with Ref No: MPDoH/Sept/25/374 its closing date of 19 September 2025, has been withdrawn.

**OTHER POSTS**

<b><u>POST 34/116</u></b>	:	<b><u>MEDICAL OFFICER GRADE 3 REF NO: MPDOH/SEPT/25/375</u></b>
<b><u>SALARY</u></b>	:	R1 322 352 - R1 647 630 per annum
<b><u>CENTRE</u></b>	:	Mapulaneng Hospital (Ehlanzeni District)
<b><u>REQUIREMENTS</u></b>	:	MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2025) (Independent Practice). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Skills in terms of consultations, history taking, examination, clinical

		assessment and clinical management. 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 teamwork 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 engagement 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, working within a team, self-confidence and the ability to build and maintain good relationships.
<b><u>DUTIES</u></b>	:	To execute duties and functions with proficiency, to support the aims and objectives of the Institution that are 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. Providing support to hospital management towards an efficient standard of patient care and services is maintained.
<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 34/117</u></b>	:	<b><u>ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: MPDOH/SEPT/25/376</u></b>
<b><u>SALARY</u></b>	:	R1 093 611 - R1 265 916 per annum
<b><u>CENTRE</u></b>	:	Pharmaceutical Depot, Middelburg
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist (2025). Minimum of five (5) years' appropriate experience after registration as a Pharmacist with the 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 driver's licence.
<b><u>DUTIES</u></b>	:	Supply chain Management of pharmaceutical and medical devices. Authorize purchase orders according to SCM delegation. Serve as a finance committee member and advise on technical aspects. Monitor the receiving of purchased goods and confirm that goods have been received and can be paid for (sign completion certificate). Monitor stock upliftment and ensure proper credit allocation by the supplier/s. Manage and monitor the transfer of stock from receiving to the warehouse and from the warehouse to receiving (upliftment/recalls and stock of poor quality/sub-standard). Monitor and manage donation stock received and issued to facilities. Monitor compile and submit reports of obsolete (expired and damaged) and redundant stock. Monitor, manage, compile and submit reports on the shelf life of stock in the warehouse to prevent stock loss due to expiry. Monitor and confirm stock issued to facilities (sign completion certificate for the service rendered by the service provider). Assist with the processes of stock take. Perform quality assurance activities in the areas of responsibility. Maintain and uphold good warehousing practice standards and Good Pharmacy Practice standards.
<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 34/118</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 REF NO: MPDOH/SEPT/25/377</u></b>
<b><u>SALARY</u></b>	:	R1 001 349 - R1 078 116 per annum
<b><u>CENTRE</u></b>	:	Mapulaneng Hospital (Ehlanzeni District)
<b><u>REQUIREMENTS</u></b>	:	MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner (2025) (Independent Practice). NB: The appointed Medical Officer must be able to work shifts. A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. 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. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and teamwork 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.
<b><u>DUTIES</u></b>	:	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.
<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 34/119</u></b>	:	<b><u>PHARMACY SUPERVISOR GRADE 1 REF NO: MPDOH/SEPT/25/378</u></b>
<b><u>SALARY</u></b>	:	R1 001 349 - R1 062 183 per annum
<b><u>CENTRE</u></b>	:	Pharmaceutical Depot, Middelburg
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Diploma Pharm/ BSc. Pharm/ B. Pharm. Current registration with South African Pharmacy Council (SAPC) (2025). 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 licence.
<b><u>DUTIES</u></b>	:	Implement and monitor the procurement of medicines and medical devices against the approved demand plan and stock levels. Authorize purchase orders generated as per the SCM delegation. Monitor the receiving of purchased goods and confirm that goods have been received and can be paid for (sign completion certificate). Monitor and manage returns by facilities. Compile and submit reports. Monitor stock upliftment and ensure proper credit allocation by the supplier/s. Coordinate the transfer of stock from receiving to the warehouse and from the warehouse to receiving. Monitor upliftment and batch recalls and stock of poor quality or standard. Compile and submit reports of obsolete (expired and damaged) and redundant stock. Monitor receipt of all stock received on donation. Confirm stock issued to facilities (sign completion

		certificate for the service rendered by the service provider). Compile stock reports and analyse these reports. Capture receipt transactions on stock management system. Attend Bid Evaluation and/or Bid Specific Committee meetings. Perform quality assurance activities in the area of responsibility. Maintain and uphold good warehousing practice standards and Good Pharmacy Practice standards.
<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 34/120</u></b>	:	<b><u>DEPUTY DIRECTOR: SALARY ADMINISTRATION REF NO: MPDOH/SEPT/25/379</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 per annum (Level 11), (all-inclusive remuneration package) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Internal Audit / Finance / Accounting / Financial / Human Resource Management, Public Administration and Public Management At least a minimum of three (3) years' experience at management level (ASD). Extensive knowledge of PERSAL and at least must have four PERSAL courses. Knowledge and understanding of the Public Sector, Financial Administration relating to the listed duties and the provisions of the PFMA and Treasury Regulation. Knowledge of costing of Compensation of Employee budget, PFMA, Treasury Regulation and other prescripts related to payroll. Ability to develop and apply policies. Computer literacy. Planning, organising, communication (verbal and written), numeracy and accuracy skills. People Management and Leadership skills. A good understanding of BAS, PERSAL and other Computer Systems. The incumbent must have advanced Microsoft application skills.
<b><u>DUTIES</u></b>	:	Manage the salaries sub-directorate. Clearing of salary related accounts. Processing payments of salaries, allowances and deductions. Approve and authorise maintenance orders, SARS garnishee and uploading garnishee orders from PERSAL. Uploading orders to Q-Link. Manage clearing of suspense accounts and refunding employees. Monitor filing of all salary documents. Tax reconciliations. Assist districts who need guidance regarding salary issues. Provide inputs to policies and strategies aimed at improving service delivery. BAS and PERSAL reconciliation.
<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 34/121</u></b>	:	<b><u>DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: MPDOH/SEPT/25/380</u></b> Re-advertisement
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R896 436 per annum (Level 11), (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 three (3) experience at management level (ASD) in Security Management / Policing. 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 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. Advice 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 34/122</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (PB-B4): MOTHER, CHILD, WOMEN, YOUTH AND HEALTH (MCWYH) REF NO: MPDOH/SET/25/381</u></b> Re-advertisement
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R755 355 - R863 667 per annum Nkangala District Office, Emalahleni (Witbank) 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 (2025). A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Paediatric / Child Care / PHC / Advanced Midwifery. A minimum of ten (10) years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. At least six (6) years of the period referred to above must be appropriate / recognisable experience in the Specific Specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least three (3) years of the period referred to above must be appropriate / recognisable experience at management level. The ability to coordinate multi-disciplinary and sectoral activities. Knowledge and understanding of the District Health System, including District Hospitals, and Community Based Health Services. Good knowledge of policies on public health services and communicable disease strategies. Knowledge and experience of financial and human resource management applicable to the public service. Knowledge and understanding of the department of health Mpumalanga Comprehensive Service Plan. Computer literacy (word, excel, PowerPoint, Microsoft teams: zoom). Must be proactive, innovative and an independent team leader. Able to participate in continuous professional development activities. Skills: Strong analytical skills and extensive experience in Monitoring and Evaluation (M&E) of Programs. Report writing, good communication skills (Verbal and written). Program and project management skills. Financial management skills. Change and knowledge management skills. Problem-solving and analysis skills. People management and empowerment. Contract management skills. Able to work independently and under pressure. Ability to work within a multidisciplinary team to ensure holistic care. Understanding legislative frameworks and related policies in the health public sector and other prescripts. Valid driver's licence.
<b><u>DUTIES</u></b>	:	To coordinate and support the implementation of Mother, Child, Women, Youth and Health (MCWYH) Programmes. Coordinate and facilitate the implementation of Maternal and Child Health Programmes. Coordinate and facilitate the implementation of the Integrated Nutrition Programme. Ensure the implementation of national and provincial policies. Facilitate the provision of adequate woman, and youth health care services. Facilitate the provision of adequate and safe maternal and child health care services. Facilitate the improvement of standards of health care for women and youth. Facilitate the improvement of standards of health care for maternal and child health. Render advice and technical support services to the district. Monitor and evaluate the impact of implementation of policies and guidelines. Coordinate the implementation of National and Provincial INP policies and guidelines. Plan and coordinate INP Services. Monitor and evaluate INP Services. Coordinate the implementation of poverty alleviation projects.

<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 34/123</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (PN-B4): PHC REF NO: MPDOH/SEPT/25/382</u></b>
<b><u>SALARY</u></b>	:	R755 355 – R863 667 per annum
<b><u>CENTRE</u></b>	:	Nkomazi Sub-district (Ehlanzeni District)
<b><u>REQUIREMENTS</u></b>	:	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) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse and Midwifery plus a post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in above mentioned specialties in nursing. A Diploma in Clinical Nursing Assessment, treatment and Care or Community Health Nursing Science. A minimum of ten (10) years of appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing (2025). At least six (6) years of the period referred to above must be appropriate/ recognisable experience in the relevant specialty after obtaining the 1-year post-basic qualification in the specific specialty. At least three (3) years of the period referred to above must be appropriate/ recognisable experience at management level. Experience and Knowledge of the District Health System. Must have understanding of principles of Primary Health Care Re-engineering. Demonstrate an in depth understanding of Nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Supervise and support allocated PHC facilities in line with the PHC Supervision Policy. Conduct monthly red flags and regular reviews. Demonstrate understanding of the District Health Information System (DHIS). Form part of the quarterly programme in-depth reviews together with respective Programme Co-ordinators and form part of the Sub-district and District review session to monitor progress on set targets according to the District Health Plan (DHP). Ensure that PHC facilities that she/he is responsible for are compliant with the National Core Norms and Standards. Ascertain smooth implementation of the referral system and address constraints related to continuity of care. Support initiatives of the three streams of PHC Re-engineering. Implement the Performance Management and Development System (PMDS) with Operational Managers of PHC facilities that she/he is responsible for.
<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 34/124</u></b>	:	<b><u>OPERATIONAL MANAGER (PN-A5): GENERAL REF NO: MPDOH/SEPT/25/383</u></b> Re-advertisement
<b><u>SALARY</u></b>	:	R549 192 - R629 121 per annum
<b><u>CENTRE</u></b>	:	Standerton Hospital (Gert Sibande District)
<b><u>REQUIREMENTS</u></b>	:	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 of 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.

<b><u>DUTIES</u></b>	:	The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining optimal Nursing Services as an Operational Manager in General Ward. 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.
<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 34/125</u></b>	:	<b><u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: MPDOH/SEP/25/384</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R468 459 per annum (Level 09), (plus service benefits) Nkangala District Office, Emalahleni (Witbank) Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Supply Chain Management / Financial Accounting / Cost Accounting / Purchasing / Accounting / Finance / Logistics / Economics / Internal Audit as recognized by SAQA. At least a minimum of three (3) years' experience at supervisory / managerial (Level 7/8) within the Finance Environment. Knowledge: Supply Chain Framework. Preferential Procurement Policy Framework. Departmental policies and procedures. Project Management. General management. Strategic management. PFMA. PPPFA. Treasury Regulations. Experience in Acquisition of goods and services procurement of goods, Logistics, fleet management, demand and contract management. Computer literacy. Skills: Leadership. Negotiating. Facilitation Computer literacy. Presentation. Innovative. Analytical. Verbal and written communication, presentation skills, management skills, good communication skill and excellent interpersonal relations. Experience on government systems (BAS & LOGIS), knowledge of financial prescripts. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Implementation of Asset, Acquisition, procurement, Logistics, demand, contract and fleet management policies and procedures of the department. Oversee, coordinate, and advise on the process of drafting specifications/terms of reference and special conditions of contract; compile a procurement plan. Compile monthly SCM reports. Oversee the utilization of the central supplier Database in the bid/quotation process. Control and oversee a compliant execution of the bid/quotation processes. Oversee management of fleet and assets. Administer demand management plans for all sub units and manage inventory. Oversee management of departmental, provincial interdepartmental and national contracts. Compile operational plan for the unit. Identify and mitigate risk within the unit providing training to officials on new developments and SCM processes and policies. Management of Human Resources in the unit including performance assessment of the officials in the unit.
<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 34/126** : **ADMINISTRATIVE OFFICER: SECURITY MANAGEMENT REF NO: MPDOH/SEPT/25/385**

**SALARY** : R325 101 per annum (Level 07), (plus service benefits)  
**CENTRE** : Mapulaneng Hospital (Ehlanzeni District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus three (3) years' functional experience or Diploma / Degree in Safety Management or Security Management in Security Management Services. Knowledge: Promotion of Access to Information Act, Access to Public Premises and Vehicle Act, Knowledge of Physical security, Personnel and Document security, Communication security, IT Security, Security investigation. Monitoring of Service Level Agreement with contracted private companies. Management Skills: Leadership Skills, Good written and verbal communication skills, Conflict management skills, Interpersonal relations skills, Investigative analysis skills.

**DUTIES** : To render security management services, To implement and monitor policies, System and processes pertaining to security management, Implement and monitor information technology policies based on MISS, Facilitate staff vetting process, To monitor contracts for security services delivered by external service providers, Facilitate the provision of security services to events, To manage security investigations and reporting, Monitor and implement audit plans and ensure quality response thereof, Provide reports to the accounting.

**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 34/127** : **ADMINISTRATIVE OFFICER: AUXILIARY SERVICES REF NO: MPDOH/SEPT/25/386**

**SALARY** : R325 101 per annum (Level 07), (plus service benefits)  
**CENTRE** : Tonga Hospital (Ehlanzeni District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus three (3) years' experience in Auxiliary Services or Diploma / Degree (NQF Level 6/7) in Public Administration / Management. Knowledge of PFMA, Public Service Act, regulations and other prescripts. Knowledge of office management. Computer literacy or Certificate with practical knowledge of Microsoft programs (Word, Excel, PowerPoint and Internet). Must possess the ability to plan, organize, supervise, inspect and evaluate work of subordinates. Knowledge of OHS and infection Control. Valid driver's licence is essential. Good communication skills (written and verbal).

**DUTIES** : Implement policies and processes on office support services. Facilitate and render general office support services (Porter, Mortuary, Switchboard services, Security services and Messenger Services). Ensure compliance with National Core Standards and ideal assessment tools. Leave matters and overtime management. Provide advice to floor supervisors. Ensure security services are in their post 24/7, and the Control Room is always active. Make rounds and monitor security services, mortuary, porter, switchboard and messenger services are performing the required duties and meeting deadlines. Take responsibility for movement or transfer of corpses from various referral facilities in collaboration with the wards and your supervisor. Be actively involved in budgeting and budgetary control for these units. Ensure saving measures are put in place. Apply disciplinary measures when necessary. Order, receive and distribute materials and equipment for the units under your control. Manage performance and development of staff. Attend meetings and give feedback.

**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 34/128** : **PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING: MALARIA PROGRAMME REF NO: MPDOH/AUG/25/388 (X2 POSTS)**  
 One Year Eight Months Contract

**SALARY** : R324 384 – R382 107 per annum  
**CENTRE** : Bushbuckridge and Nkomazi (Ehlanzeni District)

## **REQUIREMENTS**

: 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) equivalent qualification that allows registration with the SANC as Professional Nurse (2025). Grade 1: A minimum of 0-10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Knowledge of Public Service Policies, Acts and regulations, Knowledge of SANC rules and regulations, Knowledge of the District Health Care system and referral pathways. Good communication. Leadership, interpersonal and decision-making and problem-solving skills. Knowledge of Code of Conduct, Labour Relations, Conflict management and negotiation skills, Ability to function well within a team, Skills in organizing, planning and supervising, Knowledge of Batho Pele principles and patients' rights charter. Knowledge of Labor relations and handling grievances and disciplinary procedures, Clear understanding of malaria management, Understanding clinical, treatment guidelines and protocols. Good knowledge of Malaria Elimination strategies. Valid code 10 (C1) drivers' license (Please attach copy), Experience in malaria control will be an added advantage.

## **DUTIES**

: Plan and manage malaria onsite malaria testing and treatment activities. Conduct clinical assessment of signs and symptoms of Malaria. Screening and Diagnoses. Notification of all positive cases. Administration of ACT to positive clients. Conduct follow-up visits to treat patients. Manage and monitor Human Resources activities within the malaria sector, Conduct Health Education and training within the sector's localities and facilities. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards. Promote quality of nursing care as directed by the professional scope of practice and standards. Work as part of the malaria multi-disciplinary team to ensure good malaria management. 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). Monitor & manage malaria data within scope of duties. Assist with data quality checks.

## **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.