

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

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

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>CLOSING DATE</u>	:	21 November 2025
<u>NOTE</u>	:	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. www.mpuhealth.gov.za Only online applications will be accepted. NB: Candidates who are not contacted within 90 days after the closing date must consider their applications as having been unsuccessful. Please Note: The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications). NB: Applicants are advised to apply as early as possible to avoid disappointments.

OTHER POSTS

<u>POST 41/166</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR GR1 (PN-A5) REF NO: MPDOH/NOV/25/662</u> Three (3) Year Contract
<u>SALARY</u>	:	R549 192 - R629 121 per annum
<u>CENTRE</u>	:	Regional Training Centre, Evander (Gert Sibande District)
<u>REQUIREMENTS</u>	:	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 minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Knowledge of skills development and training legislations. Knowledge in Primary Health Care Programs including HIV and AIDS STI and TB Learning programmers. Knowledge and Experience of working with SETA s. Knowledge on application of SAQA and NQF principles in PHC programs. Including HAST programs. Understanding financial management as per Departmental Prescripts Excellent communication skills. Experience in management. Advanced computer literacy MS Word Excel and Presentation skills. Good planning and organizational skills. Knowledge of the PFMA Labour Relations and other relevant prescripts. Good interpersonal problem – solving and dispute resolution communication analytical and writing skills. Knowledge of the Public

		Service Regulations 2001 Public Service Act 1994 Employment Equity Act 55 of 1998 Labour Relations Act 66 of 1995 and other related prescripts of the Department of Health. Compulsory Driver's License. Ability/willingness for frequent travel.
<u>DUTIES</u>	:	To provide support in implementation of Administration, Training and Coordinating of all programs at Regional Training Centre (RTC). To coordinate and conduct training implementation at RTC. To monitor and evaluate training programmes at RTC. To assist in strengthening relationships with all District key stakeholders including institutions of higher learning. To assist in strengthening reporting system at RTC.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 41/167</u>	:	<u>ASSISTANT DIRECTOR REF NO: MPDOH/NOV/25/663</u> Three (3) Year Contract
<u>SALARY</u>	:	R468 459 per annum (Level 09), (plus service benefits)
<u>CENTRE</u>	:	Regional Training Centre, Evander (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Public Administration / Management as recognized by SAQA. At least a minimum of three (3) years' relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 7/8) within Health Environment. Knowledge of Human Resources and Administrative support services. Sound financial management facility management and supervision. Valid driver's licence. Willingness to work extra hours and be on standby when need arises. Advanced computer literacy MS Word Excel. Good written and communication skills. Good planning and organizational skills. Knowledge of the PFMA Labour Relations and other relevant prescripts. Good interpersonal problem – solving and dispute resolution communication analytical and writing skills. Ability to work under pressure with minimum supervision. Ability to conduct seminars or workshops and presentation of budget. Strong leadership managerial organizational strategic operational and contingency planning skills. Independent decision-making problem solving and interpersonal skills. Knowledge of the Public Service Regulations 2001 Public Service Act 1994 Employment Equity Act 55 of 1998 Labour Relations Act 66 of 1995 and other related prescripts of the Department of Health.
<u>DUTIES</u>	:	To provide support in implementation of Administration at Regional Training Centre (RTC). To ensure efficient management of Human and material resource management. To monitor housekeeping and maintenance at RTC. To ensure efficient financial management. To manage administration services at RTC.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 41/168</u>	:	<u>EMS STATION MANAGER GRADE 3-6 REF NO: MPDOH/NOV/25/664</u> (Re-advertisement)
<u>SALARY</u>	:	Grade 3: R397 308 - R454 278 per annum Grade 4: R480 108 - R548 625 per annum Grade 5: R562 119 - R607 260 per annum Grade 6: R624 288 - R700 821 per annum
<u>CENTRE</u>	:	EMS Ermelo Station (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus Ambulance Emergency Assistant / Emergency Care Technician Qualification / Critical Care Assistant Certificate / National Diploma in Emergency Medical Care / Bachelor of Technology in Emergency Medical Care. Minimum of three (3) years' experience after registration with the HPCSA (2025) as ANT / ECT / Paramedic / ECP. Valid code C1 driver's license with an unendorsed PDP. Diploma in Management or above will be an added advantage. Knowledge and skills: Previous supervisory experience or qualification. Knowledge of Supply Chain Policy and Financial Management. Be able to work under pressure and excessive hours. Be prepared to travel and attend to emergencies after hours.

<u>DUTIES</u>	:	Knowledge of Labour Relations. Computer literacy. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail.
	:	General office administration. Human Resource Management. Be responsible of all EMS activities in the Station. Provide advice on procedures and policy matters to staff and ensure compliance with all policies operating in the service. Ensure that fleet management is properly implemented to provide for the maintenance and repairs of vehicles in accordance with Transport Policy. Ensure the control and have an inventory of all resources at the Station. Be responsible for EMS occupational health and safety at the Station. Respond to all major incidents to assist and co-ordinate such incidents within the operational area. Including rescue responses and outstanding calls when necessary and attend debrief meetings. Investigate service complaints received from internal and external resources and report on these complaints to the District Manager.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 41/169</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: MPDOH/NO/25/665</u> Three (3) Year Contract
<u>SALARY</u>	:	R325 101 per annum (Level 07), (plus service benefits)
<u>CENTRE</u>	:	Regional Training Centre, Evander (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus three (3) years' experience in administrative functions or Diploma / Degree (NQF Level 6/7) in Public Administration / Management as recognized by SAQA. Knowledge of the Public Service Regulations 2001 Public Service Act 1994 Employment Equity Act 55 of 1998 Labour Relations Act 66 of 1995 and other related prescripts of the Department of Health. Compulsory Driver's License. Ability/willingness for frequent travel. Apply technical/ professional skills, accept responsibility, work independently and produce good quality of work; must be a team player; flexible, reliable; initiative; innovative; have good verbal and written communication; must have good interpersonal execution); good relations; ability to manage projects (planning and leadership skills; ability to manage/control financial resources; monitor financial expenditure and supervise staff. A valid driver's licence.
<u>DUTIES</u>	:	To provide admin support services to the institution. To coordinate office activities, handle phone calls, emails and correspondence, responding to queries. Preparing reports, presentations and submissions. To update databases and systems with new information. To order office supplies, manage inventory and track expenses.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 41/170</u>	:	<u>TRAINING OFFICER REF NO: MPDOH/NOV/25/667 (X2 POSTS)</u> Three (3) Year Contract
<u>SALARY</u>	:	R325 101 per annum (Level 07), (plus service benefits)
<u>CENTRE</u>	:	Regional Training Centre, Evander (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus a three-year Diploma / Degree in HR, HRD, Public Management / Affairs or equivalent (NQF level 6/7) as recognized by SAQA. A two-year post qualification experience in training facilitation. Valid driver's licence. A short course in a Train the Trainer / Facilitators or relevant HRD programme will be an added advantage. Skills: Demonstrable training, facilitation & presentation skills. Good interpersonal relations, Communication skills, Working knowledge of the Public Service Act, PFMA, Skills Development Act, Employment Equity Act and other relevant prescripts. Computer literacy (Power Point and Ms Word).
<u>DUTIES</u>	:	To provide support in implementation of administration and training services at Regional Training Centre (RTC). To conduct training. To prepare training venues. To compile training reports and capture training forms. To monitor training attendance registers. Liaise with supervisor and Senior Manager for training. Consult training beneficiaries/ employees to attend training. Submit approved RTC training plan. Compile monthly and quarterly reports.

<u>ENQUIRIES</u>	:	Coordinate skills development programmes. Facilitate Compulsory Induction Programme. Conduct Training needs Assessment and Skills Audit.
	:	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 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 41/171</u>	:	<u>STATE ACCOUNTANT: NTSG REF NO: MPDOH/NOV/25/668</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (plus service benefits)
<u>CENTRE</u>	:	Rob Ferreira Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus three (3) years' experience in Finance or Diploma / Degree (NQF Level 6/7) as recognised by SAQA. The position requires a person who has organizational and administration skills as well as the ability to arrange and systematize information. A sound knowledge of Computer applications, including MS Excel, MS Word and Outlook is required. A valid driver's licence, Knowledge of PFMA and Treasury regulation. Knowledge of government financial system (Logis and BAS).
<u>DUTIES</u>	:	Consolidate budget inputs. Compile and consolidate business plan. Itemise budget accordingly. Prepare budget pressures and inputs. Compile expenditure reports. Compile and capture journals. Monitor NTSG & Oncology, SHRTG grant accounts. Compile budget adjustment.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.