

**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>	:	06 March 2026
<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 administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the Correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za 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). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. N.B. Applicants are advised to apply as early as possible to avoid disappointments.

OTHER POSTS

<u>POST 06/170</u>	:	<u>MEDICAL OFFICER GRADE 1 REF NO: MPDOH/FEB/26/1179 (X10 POSTS)</u>
<u>SALARY</u>	:	R1 001 349 - R1 078 116 per annum
<u>CENTRE</u>	:	Ehlanzeni District: Bethal Hospital (X1 Post) Bethal Mortuary (X1 Post) Elsie Ballot Hospital (X1 Post) Embalenhle CHC (X1 Post) Embhuleni Hospital (X1 Post) Ermelo Hospital (X1 Post) Evander Hospital (X1 Post) Standerton Hospital (X1 Post) (Gert Sibande District (X1 Post) Matikwane Hospital (X1 Post) Nkangala District: King Nyabela Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	MBChB degree (qualification) that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical

Practitioner (2026) (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. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibly 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.

DUTIES : 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. 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.

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 06/171 : **DENTIST GRADE 1 REF NO: MPDOH/FEB/26/1180**

SALARY : R972 612 – R1 062 183 per annum
CENTRE : Impungwe Hospital (Nkangala District)
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Dentist (2026). A valid work permit will be required from non-South Africans. SA Qualified employee: No experience required after registration with the HPCSA as Dentist (Independent Practice). Foreign Qualified employee: Minimum of 1-year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as a Dentist (Independent Practice) for foreign qualified employees. Knowledge and Skills: Ability to work under pressure. Good communication skills. Computer literacy. Valid driver's licence.

DUTIES : Render clinical dental services at all health facilities in the district, including travelling to the community (clinics) Ensure appropriate management and treatment of dental patients. Render quality oral health care to patients (whole spectrum, i.e. extractions under general anaesthetics, infection control, waste management, etc.). Ensure appropriate referral of patients. Provide and assure quality health care and information management including generation, collection, collation and analysis of data. Implement policies. Ensure oral health promotion and patient education: Conduct oral health education to patients and identified groups (e.g. elderly at old age homes, school children, etc.). Participate in oral health preventative programs. Participate in oral health month activities (i.e. screening, health talks, etc.). Conduct service need index screening at schools (i.e. cleaning of teeth, extractions, etc.). Supervision of subordinates: Quality of work, Development and PDMS.

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

POST 06/172 : **ASSISTANT MANAGER NURSING (AREA) (PN-A7) REF NO: MPDOH/FEB/26/1181**

SALARY : R693 096 - R813 732 per annum
CENTRE : King Nyabela Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2026). A minimum of eight (8) years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least three (3) years referred to above must be appropriate / recognisable experience at management level. A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge/skills: Basic computer literacy, strong Leadership, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing skills.

DUTIES : Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive work relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participating in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human resources. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA.

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POST 06/173 : **OPERATIONAL MANAGER (PN-A5): FEMALE SURGICAL WARD REF NO: MPDOH/FEB/26/1182**

SALARY : R549 192 - R629 121 per annum
CENTRE : Mmamethlake Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of seven (7) years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (2026). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act etc.

DUTIES : Coordination of optimal, holistic nursing care with set standards and within a Professional / legal framework. Manage effectively the supervision and utilization of resources. Provision of effective support to nursing services. Maintain professional growth / ethical standards and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele and patient centered Nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards.

<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, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 06/174</u>	:	<u>OPERATIONAL MANAGER (PN-A5): GENERAL WARD REF NO: MPDOH/FEB/26/1183</u>
<u>SALARY</u>	:	R549 192 - R629 121 per annum
<u>CENTRE</u>	:	King Nyabela Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of seven (7) years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing (2026). A Diploma / Degree in Nursing Administration and Management will be an added advantage. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations and Labour Relations Act etc.
<u>DUTIES</u>	:	Coordination of optimal, holistic nursing care with set standards and within a Professional / legal framework. Manage effectively the supervision and utilization of resources. Provision of effective support to nursing services. Maintain professional growth / ethical standards and self-development. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele and patient centered Nursing care. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards.
<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, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 06/175</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): TRAUMA & EMERGENCY REF NO: MPDOH/FEB/26/1184</u>
<u>SALARY</u>	:	R476 367 – R559 548 per annum
<u>CENTRE</u>	:	Bernice Samuel Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2026), 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 Trauma & Emergency Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Trauma & Emergency 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 the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your 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

		people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<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, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 06/176</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-B1): PAEDIATRIC REF NO: MPDOH/FEB/26/1185</u>
<u>SALARY</u>	:	R476 367 – R559 548 per annum
<u>CENTRE</u>	:	H A Grove Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2026), 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 Paediatric Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Ability to prioritize, coordinate activities of patient management according to protocols.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the Paediatric 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 the equipment is functional and ready all the time. Able to plan and organize your 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 people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<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, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 06/177</u>	:	<u>ASSISTANT DIRECTOR: PROPERTY ADMINISTRATION (INFRASTRUCTURE) REF NO: MPDOH/FEB/26/1187 (X2 POSTS)</u>
<u>SALARY</u>	:	R468 459 per annum. (Level 09), (plus service benefits)
<u>CENTRE</u>	:	Provincial Office, Mbombela (Nelspruit)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Real Estate Management / Property Management / Property Studies as recognized by SAQA. At least a minimum of three (3) years' experience at supervisory / managerial (Level 7/8). Valid driver's licence. Computer literacy. Knowledge: PFMA / Treasury Regulations / Practice Notes / Instructions / Circulars. Provincial / Departmental Supply Chain Management Policies. National Building Standards Act of 1997 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Public Finance Management Act, 1999 and Treasury Regulations. Public Service Act, 1994 and Regulations.
<u>DUTIES</u>	:	Collect updated information for immovable assets. Make inputs to the acquisitions of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Make inputs to the disposal of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Consult with Heath Facilities to obtain their needs and inputs in terms of

acquisitions and disposals. Undertake all deeds searches to validate ownership of land before planning for buildings are finalised. Implement actions to keep sites clean, where required. Implement actions to prevent any illegal occupation of sites, where required. Collect information on the conditions and maintenance of vacant sites allocated to Health. Make inputs to the preparation of guidelines on the use of utilities by Health Facilities. Assist to train Health Facilities on the guidelines for use of utilities. Implement the monitoring system to report on the use of utilities. Collect and validate information for progress reports on the use of facilities. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. Monitor that Health Facilities implement interventions to improve the utilisation of utilities by Facilities

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POST 06/178 : **SENIOR PROVISIONING ADMINISTRATIVE OFFICER REF NO: MPDOH/FEB/26/1188**

SALARY : R397 116 per annum. (Level 08), (plus service benefits)
CENTRE : Mapulaneng Hospital (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus six (6) years relevant experience in Supply Chain Management or Diploma / Degree (NQF Level 6/7) in Finance / Logistics / Procurement / Supply Chain Management / Financial / Accounting Management as recognized by SAQA plus three (3) years relevant experience in Supply Chain Management. Knowledge and experience of provisioning administration, main focus in the following areas: LOGIS, Preferential Procurement Policy Framework (PPPFA), 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. Knowledge of BAS and LOGIS financial systems. Ability to work under pressure.

DUTIES : Supervise and render demand and acquisition services. Supervise and undertake logistical services. Supervise and control the work of sub-ordinate (including training) in the supply chain management unit. Deal with more advanced and complicated matters pertaining to provisioning administration. Manage all aspects of orders such as quotations, purchase and processing of requisitions, authorization of procurement advice and guidance to all clients, chief user clerks and responsibility managers. Ensure compliance with departmental and Treasury Regulations. Evaluate and test compliance of all purchasing transactions. Manage all open orders. Deal with Human resources matters such as leave and perform development system of quarterly evaluation reports. Adhere to regulations and legislation pertaining supply chain management unit. Facilitate and administer requisitions for good and services. Implement internal procurement policies, regulations systems and procedures. Maintain procurement and provisioning systems and processes. Administer payment processes. Supervision of the subordinates. Attend and respond to audit queries.

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POST 06/179 : **LAUNDRY MANAGER REF NO: MPDOH/FEB/26/1189**

SALARY : R325 101 per annum (Level 07), (plus service benefits)
CENTRE : King Nyabela Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 Certificate plus six (6) years' experience in laundry services with a minimum of three (3) years' experience as a supervisor or Diploma / Degree (NQF Level 6/7) in Public Administration / Management as recognized by SAQA. Laundry experience in hospital environment will be an added advantage. Must have knowledge of the functions and regulations

		applicable on Laundry/Linen management. Excellent verbal and written communication skills. Must have numeric skills and be computer literate. Must have the ability to work under pressure. Leadership, decision making, problem solving, management and good people skills. Must be able to operate independently. Must be able to adhere to timeframes. Must have a high level of reliability. Must have the ability to discipline staff. Must be able to work extra hours, weekends and public holidays. Knowledge of Occupational Health and Safety and Infection Control is required. Valid driver's licence will be an added advantage.
<u>DUTIES</u>	:	Implement and monitor Laundry Services guidelines compliance. Monitor daily functioning of the Laundry unit. Compile and review laundry/linen SOP's. Plan and ensure availability of laundry equipment. Record keeping of services, maintenance of equipment and building. Procurement of linen and clothing for MHCUs according to procurement processes. Managing allocated laundry budget. Monitor losses and condemning linen items. Monitor availability of linen and clothing for MHCUs.
<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, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 06/180</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER REF NO: MPDOH/FEB/26/1190</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 Certificate plus three (3) years relevant experience in Finance or Diploma / Degree (NQF Level 6/7) Finance / Logistic / Management Accounting / Financial Management as recognized by SAQA. Knowledge of relevant legislation/ regulations and policies as well as transversal financial system in Government such as BAS and LOGIS. Sound interpersonal and communication skills. Computer literacy. Self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility. Knowledge of legal framework and any other policies.
<u>DUTIES</u>	:	To render provisioning services. Maintain sound provisioning and logistical systems and processes. Maintain updated provisioning records. Manage and maintain the logistical and warehouse administration systems. Maintain and control consumable stores. Issuing of consumable store items. Monitor and control of the adherence to sound accounting. Monitor and control all payments on the transversal systems. Ensure correct allocation of expenditure and revenue. Draw financial reports as well as preparing financial statement, projections and provide meaningful interpretation reports. The incumbent will be expected to assist in the budget formulation, compiling of cash flow budget as well as the monthly reports. Attend monthly meetings and operational meetings.
<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, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 06/181</u>	:	<u>FOOD SERVICE MANAGER REF NO: MPDOH/FEB/26/1191</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), (plus service benefits)
<u>CENTRE</u>	:	Barberton Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate/Grade 12 plus six (6) years in food services experience with a minimum of three (3) years as a supervisor or Diploma/ Degree (NQF Level 6/7) in Food & Beverage Management / Food Technology / Hospitality Management / Food Science. Food services experience in hospital environment will be an added advantage Knowledge of food service management. Excellent communication (written and verbal) skills. Prior knowledge of stock and key control is required. Strong interpersonal, analytical, and problem-solving skills. Ability to work as a team member and independently under pressure. Should have effective leadership skills and computer literacy. A driver's license will be an added advantage.

<u>DUTIES</u>	:	Manage material resources, stock, equipment, and the preparation and serving of food and refreshment. Conduct stock taking. Ensuring cleanliness in the unit. Compile performance packs as well as performance reviews of staff. Ensure compliancy to occupational health and safety. Exercise over control in the section. Apply hygiene in all service units. Planning and coordinating venues, meetings, schedules, and services. Developing and implementing policies in the section, compiling reports and submit on monthly basis. Supervision in the section.
<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, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 06/182</u>	:	<u>ADMINISTRATIVE OFFICER: RECORDS MANAGEMENT REF NO: MPDOH/FEB/26/1193 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), (plus service benefits) King Nyabela Hospital (Nkangala District) Senior Certificate / Grade 12 Certificate plus three (3) years relevant experience in Records Management or Diploma / Degree (NQF Level 6/7) in Records Management / Public Administration / Public Management as recognized by SAQA. Administration or supported by proven track record in registry functions. A Certificate in records management classification systems, knowledge and understanding legislative framework governing records management functions, ability to plan and organize, computer literacy (word, excel, power point) good interpersonal relations, good communication and writing skills, people management.
<u>DUTIES</u>	:	Rendering of records keeping functions, rendering of fax services, Supervise registry personnel and assist in the development of performance instruments, develop and maintain control registers. Implement and maintain policies and guidelines for record management and archive services. Render registry services and implement confidential filing system for records matters. Implement archive procedures. Training of registry personnel.
<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, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 06/183</u>	:	<u>PRINCIPAL PERSONNEL OFFICER REF NO: MPDOH/FEB/26/1194</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), (plus service benefits) Rob Ferreira Hospital (Ehlanzeni District) Senior Certificate / Grade 12 or equivalent plus three (3) years' experience in Human Resource unit 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) PERSAL courses is an inherent requirement. Extensive knowledge of PERSAL includes interpreting 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 will serve as an added advantage.
<u>DUTIES</u>	:	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, vetting of candidates, secretarial functions for interviews, absorptions of staff, probationary periods, etc. and also responsible for conditions of service and benefits: leave salaries, leave graduates, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Coordinate the 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. Coordinate the implementation of recruitment and selection process. Provide support to Sub-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, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 06/184</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER REF NO: MPDOH/FEB/26/1195</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per. annum. (Level 07) (plus service benefits) Nkangala District Office, Emalahleni (Witbank) Senior Certificate / Grade 12 Certificate plus three (3) years relevant experience in Finance or Diploma / Degree (NQF Level 6/7) Finance / Logistic / Management Accounting / Financial Management as recognized by SAQA. Knowledge of relevant legislation/ regulations and policies as well as transversal financial system in Government such as BAS and LOGIS. Knowledge of legal framework and any other policies. Sound interpersonal and communication skills. Computer literacy. Self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility.
<u>DUTIES</u>	:	To render provisioning services. Maintain sound provisioning and logistical systems and processes. Maintain updated provisioning records. Manage and maintain the logistical and warehouse administration systems. Maintain and control consumable stores. Issuing of consumable store items. Monitor and control of the adherence to sound accounting. Monitor and control all payments on the transversal systems. Ensure correct allocation of expenditure and revenue. Draw financial reports as well as preparing financial statement, projections and provide meaningful interpretation reports. The incumbent will be expected to assist in the budget formulation, compiling of cash flow budget as well as the monthly reports. Attend monthly meetings and operational meetings.
<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, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 06/185</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF NO: MPDOH/FEB/26/1196</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R324 384 – R382 107 per annum Rob Ferreira Hospital (Ehlanzeni District) Senior Certificate / Grade 12 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 South African Nursing Council (SANC) as Professional Nurse (2026). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.
<u>DUTIES</u>	:	Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

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.