

**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>	:	13 May 2026
<u>NOTE</u>	:	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 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.

MANAGEMENT ECHELON

<u>POST 14/126</u>	:	<u>CHIEF DIRECTOR: DISTRICT HEALTH SERVICES REF NO: MPDOH/APR/26/166</u>
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Nkangala District Office, Emalaheni (Witbank)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) as recognized by SAQA. At least five (5) years' experience at senior managerial level preferably in health-related field. A post-graduate degree / diploma in health-related field or equivalent qualification will serve as an added advantage. Knowledge and understanding of the District Health System, including District hospitals and Community Based Services. Experience in accounting to communities e.g. Health committees and Facility Boards. Knowledge and experience of financial and human resource management applicable to the Public Service. Proven experience in the provision and management of health services. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive Service Plan. Familiar with the drafting and implementation of both Annual Performance and District Health Plans. Verbal and written communication skills. Valid driver's licence.
<u>DUTIES</u>	:	Provide strategic support and quality assurance services in the district. Manage and facilitate the provision of district hospital services at district level. Manage

and facilitate the provision of Primary Health Care (PHC) services. Render financial management services. Render corporate support services. Manage the implementation of the full package of district health services (including district hospitals and sub-acute services) within the district, in line with the Departmental Comprehensive Service Plan. Manage key partnerships within the district, especially with the communities, local government, universities and non-profit organizations (NGO's). Additional to Gert Sibande: Monitor the implementation of National Health Insurance Pilot Project throughout the District.

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.

OTHER POSTS

POST 14/127 : **MEDICAL SPECIALIST GRADE 1: ANAESTHESIOLOGY REF NO: MPDOH/APR/26/167**

SALARY : R1 395 528 - R1 479 723 per annum
CENTRE : Ermelo Regional Hospital (Gert Sibande District)
REQUIREMENTS : Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology (2026). 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: None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one 1-year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Anaesthesiology) 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 independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach and guide 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 : Supervising the management of and managing Anaesthesiology and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services maintained. Comply with the performance Management and Development System (conducting quarterly reviews and final assessment).

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POST 14/128 : **PHARMACIST GRADE 1 REF NO: MPDOH/APR/26/168**

SALARY : R882 816 – R936 987 per annum
CENTRE : Ermelo Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Pharmacy Degree or equivalent qualification. Current registration with South African Pharmacy Council (SAPC) (2026). Core competencies recommended. Commitment to quality development of self and others. Computer literacy, good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills.

<u>DUTIES</u>	:	Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train Pharmacy Support Staff, Interns, Community Servers and Junior Pharmacist.
<u>ENQUIRIES</u>	:	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 14/129</u>	:	<u>OPERATIONAL MANAGER NURSING (PN-B3): PHC REF NO: MPDOH/APR/26/169</u>
<u>SALARY</u>	:	R720 819 – R821 454 per annum
<u>CENTRE</u>	:	Arthurseat Clinic (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2026) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Primary Health Care. A minimum of nine (09) years of appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Primary Health Care after obtaining the 1 year post basic PHC Nursing Science qualification. Experience and knowledge of the District Health System. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impact on service delivery. Demonstrate a basic understanding of HR and finance and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem Solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal and communication and communication skills. Demonstrate an in-depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.
<u>DUTIES</u>	:	Manage and provide PHC facility supervisory in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance with the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.
<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 14/130</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (PN-A5): MENTAL HEALTH AND SUSTANCE ABUSE REF NO: MPDOH/APR/26/170</u>
<u>SALARY</u>	:	R571 161 – R654 285 per annum
<u>CENTRE</u>	:	Mbombela Sub-district (Ehlanzeni 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 South African Nursing Council (SANC) as Professional Nurse. A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Good leadership and coordination qualities. Good interpersonal communication

<u>DUTIES</u>	:	skills. Good organizing and planning skills. Report writing skills, ability to work under pressure. Valid driver's licence and computer literacy.
	:	Coordinate and manage mental health and substance abuse programme. Ensure the implementation of the mental health care act (Act no 17 2002) and mental health and substance abuse policies at the sub-district level. Provide support visits in health facilities. Assist in the management of state patients and patient in chronic care facilities. Conduct home visit to support families and mental health care users including state patients. Facilitates in the establishment of community based mental health services. Ensure community involvement and participation in forming support group and working with stakeholders. Advocacy mental health promotion and prevention of mental illness and substance abuse: competencies: plan and organise own work and support personnel to ensure proper nursing care. Do awareness campaign on mental health and substance abuse? Assist in preparation of strategic plans and operational plans for the programme liaise with other department and ability to work with NGOs.
<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 14/131</u>	:	<u>LECTURER GRADE 1 (PN-D1) REF NO: MPDOH/APR/26/171</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R495 423 - R581 931 per annum Mpumalanga College of Nursing, Kabokweni Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Masters / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse plus post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General nursing (2026). Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills. Good supervisory and teaching skills. Experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills.
<u>DUTIES</u>	:	Planning, co-ordination, implementation, and facilitation of training programmes for nurses in the health establishment. Mentoring and coaching of nursing staff. Co-ordinate the activities of Clinical Education and Training Unit (CETU). Facilitate the implementation of Continuous Professional Development (CPD) Framework. Liaise between Nursing Education and Nursing Practice (Hospital & Nursing College). Provide Skills and competency updates and facilitation of in-service training. Monitoring, evaluation and analysis of training programmes/activities/competencies and skills to ensure quality health service delivery. Internal and External Collaboration on training programmes to ensure effective capacity building. Effective Management, co-ordination, administration, and reporting of Teaching Programmes. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Effective and efficient management of resources.
<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 14/132</u>	:	<u>ASSISTANT DIRECTOR: BUDGET MANAGEMENT REF NO: MPDOH/APR/26/172</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09), (plus service benefits) Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Finance / Financial Management / Management Accounting as recognized by SAQA. At least a minimum of three (3) years' experience in Financial Management at supervisory / management (Level 7/8). Proficiency in MS Excel, MS Word,

		PowerPoint and MS Project. Generic Competencies: Planning and organising. Problem solving and decision making. Coordination. Project management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: Extensive knowledge in Financial Management and Municipal Revenue Management. Comprehensive knowledge and, the Division of Revenue Act (DoRA), the Public Finance Management Act (PFMA) and Policy Development. Valid driver's licence.
<u>DUTIES</u>	:	To manage and facilitate budgeting processes. Facilitate and manage financial planning and budgeting processes. Compile budget estimates. Align budgets with strategic and annual performance plans. Provide advice on budget-related matters. Monitor expenditure against allocated budget. Confirm availability of funds before goods and services are procured. Ensure correct SCOA allocations are used on payment packs. Checking monthly document control reports. Ensure all processed documents are audit compliant. Costing operational budget requirements needs of Districts within actual expenditure trend. Balancing of final budget allocation on BAS. Request budget / expenditure input to quarterly erroneous allocations and authorize journal entries. Alert District Manager's to over and under expenditure trends. Monthly checking of Regional Office control reports. Training of incorrect allocation captured by sub offices. Monitoring of key cost drivers. Complete accurate and updated report as per prescribed time frames. Provide training to finance functionaries in the districts.
<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 14/133</u>	:	<u>ASSISTANT DIRECTOR: RISK AND SECURITY MANAGEMENT REF NO: MPDOH/APR/26/173</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09), (plus service benefits) Rob Ferreira Hospital (Ehlanzeni District) Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in an area of study relevant to Security Management / Law / Criminal Justice / Safety Management as recognized by SAQA. At least a minimum of three (3) years' experience in the hospital / health environment at supervisory / managerial (Level 7/8) dealing with security issues. Valid PSIRA Grade B Certificate. Valid Driver's Licence. Computer Literacy. SAMTRAC (NOSA). Knowledge of Minimum Information Standards (MISS) and Minimum Physical Security Standards (MPSS). Completed the following course or should complete them within the first two years of appointment: SSA Security Management / Advisor and Communication.
<u>DUTIES</u>	:	Develop Security Policy and Plan. Gather information and conduct Security Threat Risk Assessment. Coordinate and ensure institution preparedness. Prevent, manage and respond to security incidents. Secure people, core business, information and reputation. Coordinate public and government relations.
<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 14/134</u>	:	<u>ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1 REF NO: MPDOH/APR/26/174</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 121 – R472 359 per annum Mapulaneng Hospital (Ehlanzeni District) Senior Certificate / Grade 12 or equivalent qualification plus an appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) (2026). Grade 1: SA Qualified employees: None after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees: One (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as

- required in SA. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.
- DUTIES** : Waste management (ensure proper handling and monitor of general waste and health care risk waste). Safety health environment risk and quality (SHERQ) management. Waste quality monitoring (collection of water samples and analysing results). Food control (collection of food samples, inspection of food premises and training of staff). Vector control within the facility (organize pest control programme). Disease surveillance (from part of the outbreak response team, investigate outbreaks and liaise with relevant stakeholders). Monitor Environmental health indicators and provide reports to management. Pollution control. Environmental health hygiene. Occupational hygiene surveillance.
- 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 14/135** : **EMS SHIFT LEADER GRADE 3 REF NO: MPDOH/APR/26/179**
- SALARY** : R348 636 - R390 396 per annum
CENTRE : Nelspruit EMS Station (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus an Ambulance Emergency Assistant / Emergency Care Assistant / Emergency Care Technician / Critical Care Assistant / National Diploma in Emergency Medical Care / Bachelor of Technology in Emergency Medical Care with three (3) years' experience after registration with the Health Professions Council of South Africa (HPCSA) as ANT/ ECT / Paramedic / ECP. Current registration with the HPCSA (2026). Unendorsed driver's licence (C1) and valid professional drivers permit (PrDP) for transporting patients. Knowledge, Skills and Competencies: Previous supervisory experience or qualification knowledge of the area including health facilities and neighbouring EMS stations. Be able to work under pressure and excessive hours. Basic knowledge of labour relations. Good communication skills (verbal and written). Computer literacy.
- DUTIES** : General office administration be responsible of all EMS activities on a shift Human Resource Management. Analyse Patient Report Forms. Rendering of patient management at an Intermediate Life Support level or above. Compile management report. Maintain response times. Maintain discipline on shift. Complete trip authorities for staff. Maintain checklist for vehicles and equipment.
- 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 14/136** : **STATE ACCOUNTANT: SALARY ADMINISTRATION REF NO: MPDOH/APR/26/175**
- SALARY** : R338 106 per annum (Level 07), (plus service benefits)
CENTRE : Bushbuckridge Sub-district (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus three (3) years relevant experience or Diploma / Degree (NQF Level 6/7) in Finance / Accounting / Auditing / Administration / Public Management. Knowledge in Government Financial Accounting. Extensive knowledge of PERSAL System. At least must have three PERSAL courses as minimum requirement. Knowledge and understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS); good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills. Ability to work in a team and independently. Assertiveness; and self-starter. Ability to work under pressure and good computer literacy skills (MS Excel and MS Word). Valid driver's licence.
- DUTIES** : The successful candidate will be expected to handle documents and information with strict confidentiality. Duties include: Check and authorize salary related transactions claims such as overtime, sessional allowances and

advances, control the instating of garnishee orders, Control the cancellation of deductions such as insurance policies, check and authorize Local and Foreign travel and subsistence claims, Control payments of salary claims, Control the correctness of the distribution of PERSAL Item Analysis reports to Financial Institutions and the filing of these reports on a monthly basis, Control the clearing, reconciling and reporting on the state of salary related ledger accounts, control leave and lump sum payments, Control the compilation of the Monthly BAS / PERSAL interface reconciliations, Follow up and resubmit PERSAL exceptions on BAS, Debtor control: Check and approve salary related debt calculations and transactions to be effected on the BAS and control debt documentation, Control the PAYE for the Department, recalculation of Income Tax, monthly income tax reconciliation EMP201 to be submitted via SARS eFiling and the annual tax reconciliation EMP501 to SARS to be submitted via SARS e@syFile, Control SARS tax directives for assessment, Check issue / reissue of IRP5 Certificates, Manage and respond to enquiries related to this function, Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline. Requesting of BAS reports when required and Filing of claim related documents.

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POST 14/137 : **CHIEF REGISTRY CLERK**

SALARY : R338 106 per annum (Level 07), (plus service benefits)
CENTRE : Bushbuckridge Sub-district (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 plus three (3) years relevant experience or Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management / Office Management as recognized by SAQA. Knowledge of in working and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Good interpersonal and communication skills verbal and written. Knowledge of Batho Pele Principles and customer care. Willing to work under pressure. Knowledge of the Departmental policies, prescripts and practices. Problem solving skills, analytical thinking, maintaining discipline and conflict resolution. Organizing skills, creativity, job information, planning, decision-making, supervision and control. Computer literacy. Valid driver's licence.

DUTIES : Supervise and provide registry counter services. Supervise the handling of incoming and correspondence. Supervise the operations and operate office machines in relation to the registry functions. Supervise the processing and process documents for archiving and disposal. Supervise human resources / staff.

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 14/138 : **ADMINISTRATIVE OFFICER: CLINICAL SUPPORT PROGRAMME REF NO: MPDOH/APR/26177**

SALARY : R338 106 per annum (Level 07), (plus service benefits)
CENTRE : Provincial Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus three (3) years relevant experience or Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management / Office Management as recognized by SAQA. Knowledge of PFMA and Treasury Regulations. Computer literacy. Good interpersonal and communication skills verbal and written. Budgeting and willing to work under pressure. Knowledge of Batho Pele Principles and customer care. Knowledge of Departmental policies, prescripts and practices. Problem solving skills, analytical thinking, maintaining discipline and conflict resolution. Organizing skills.

DUTIES : Render administrative and logistic support services for the Directorate Clinical Support Services. Ensure acquisition of goods and services as per operational plan. Prepare invoices for payments and ensure that payments to service providers such as but not limited to, NHLS and SANBAS services are

processed on time for services rendered. Assist the Directorate in preparing and costing of operational plans, budget projections, budget adjustments and budget pressures. Approve the Directorate requisitions on LOGIS system. Request BAS Reports. Monitor expenditure. Consolidate reports. Assist with the management of invoices for the laboratory and blood services as well as Orthotics and Prosthetics. Manage Directorate, Hospital Transfusion and Laboratory Committee, Medical Orthotics and Prosthetics and stakeholder meetings, invitations, drafting, filling and sharing of minutes, attendance registers and all other relevant records and documents.

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 14/139 : **PARAMEDIC GRADE 3 REF NO: MPDOH/APR/26/178**

SALARY : R334 227 - R402 195 per annum
CENTRE : Ermelo EMS Station (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 qualification plus Critical Care Assistant Certificate / National Diploma in Emergency Medical Care / Diploma in Emergency Medical Care / Bachelor of Technology in Emergency Medical Care / Bachelor of Health Sciences in Emergency Medical Care. Registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic or an Emergency Care Practitioner (2026). Unendorsed driver's licence (C1) and valid professional drivers permit (PrDP) for transporting patients.

DUTIES : Oversee and ensure operational readiness for emergency calls. Provide pre-hospital emergency medical care. Render assistance to Basic Life Support and Intermediate Life Support personnel as required. Perform Helicopter Emergency Medical Services duties. Undertake inter-facility patient transfers. Liaise with hospitals regarding authorization of transfers. Oversee ordering and issuing of drugs in accordance with HPCSA Clinical Practice Guidelines. Render Quality Assurance and Quality control in EMS. Oversee and assist with in-service training. Provide advice on the application of best practices in Emergency Medical Services. Market and maintain a positive public image for Mpumalanga Emergency Medical Services.

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.