MPUMALANGA PROVINCIAL ADMINISTRATION

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.

**CLINICAL MANAGER (MEDICAL) GR 1 (2 POSTS) (REPLACEMENTS)**

**SALARY:** R1 173 900 - R1 302 849 p.a. (OSD requirements depending on the years of experience plus benefits)

**CENTRE:** KwaMhlanga Hospital; (Waterval Boven & HA Grove Hospital - Complex)

**REFERENCE NO.:** MPDoH/Nov/19/37

**REQUIREMENTS:** Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Postgraduate medical qualification will be an added advantage. A minimum of 10 years appropriate experience after registration as a Medical Practitioner (Independent Practice) with the HPCSA (Internship and Community Service excluded). A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies.

**DUTIES:** Provide services as the Clinical Manager in the hospital. Manage financial and human resources. Co-ordinate and supervise the teaching of community servers and junior doctors in the hospital. Organize CPD sessions in the unit. Manage the out-patient clinic in the unit. Participate in quality improvement plans in the hospital. Perform after-hour duties. Ensure that medical staff also comply with PMDS and are evaluated quarterly.

**CHIEF EXECUTIVE OFFICER (2 POSTS) (REPLACEMENT)**

**SALARY:** R869 007 p.a. [Level 12] all inclusive MMS package that must be structured according to the MMS dispensation. All shortlisted candidates for MMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement on appointment.

**CENTRE:** Sabie Hospital; KwaMhlanga Hospital

**REFERENCE NO.:** MPDoH/Nov/19/38

**REQUIREMENTS:** A degree / advanced diploma in a health related field. Registration with relevant Professional Council PLUS a Degree / diploma in health management. At least five (5) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver’s licence (Code 08). **Recommendations:** A degree / diploma in a management field will be an added advantage.
Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership programme and project management, financial management, change management, people management and empowerment. Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES: To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods are and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution’s risk to ensure optimal achievement of health outcomes.

MEDICAL OFFICER GRADE 1 - 3 (3 POSTS) (RE-ADVERTISEMENT)

SALARY: R821 205 - R1362 366 p.a. (OSD all inclusive Salary Packages plus fixed overtime.

CENTRE: Rob Ferreira Hospital

REFERENCE NO.: MPDoH/Nov/19/39

REQUIREMENTS: Grade 12 plus appropriate qualification as Medical Practitioner. Registration with the HPCSA as Medical Practitioner (Independent Practice). Proof of current registration. A valid permanent resident’s permit will be required from non-South Africans. Sound knowledge of medical ethics. Multi-disciplinary management and team work. 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 council and/or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. **Grade 2:** A minimum of 5 years’ experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of 6 years relevant experience after registration with a recognised foreign health professions council and/or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees. **Grade 3:** A minimum of 10 years’ experience after registration with the HPCSA as Medical Practitioner. A minimum of 11 year relevant experience after registration with a recognised foreign health professions council and/or the HPCSA as a Medical Practitioner (Independent Practice) for foreign qualified employees.

**DUTIES:** The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meetings like mortality meetings and completing MEDICO-Legal Documents timeously (e.g. Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

**DEPUTY MANAGER: MENTAL HEALTH AND SUBSTANCE ABUSE (REPLACEMENT)**

**SALARY:** R843 618 - R949 482 p.a. PN - A8 (OSD all inclusive Salary Package)
**CENTRE:** Provincial Office, Nelspruit
**REFERENCE NO.:** MPDoH/Nov/19/40

**REQUIREMENTS:** A matric certificate plus a three-year Bachelor’s Degree / diploma in health sciences, a minimum of 9 years registration in a relevant filed as a mental health care practitioner, of which at least 3 years should be experience in the coordination / supervision / management of mental health services. Current registration with the relevant professional body as a mental health care practitioner (SANC, HPCSA, SACSSP). Proof of computer literacy. A valid code 8 driver’s licence. **Recommendation:** A post-graduate diploma or degree in Mental health. **Knowledge:** Knowledge of the Mental Health Care Act and other relevant Public Administration policies. Extensive knowledge and understanding of the PFMA. Knowledge and experience in policy development, strategic planning, financial management, contract and project management is key, program development, monitoring and evaluation. The individual must be able to work under pressure, computer literacy (MS Word, PowerPoint, and Excel) required. **Competencies:** Understanding mental health related policies. Strategic leadership qualities. Good verbal and written communication and people skills.

**DUTIES:** To develop policies relevant to the Mental Health programme. Provide strategic leadership in all the components of mental health. Develop a strategy that will ensure the successful implementation of the Mental Health Care Act. Manage the Service Level Agreements in the Mental Health programme. Develop a provincial plan for the establishment of community based mental health services.
Develop a provincial strategy that is aligned to the national strategy for Non-Communicable
diseases to address substance abuse prevention, treatment and rehabilitation. Monitor and
evaluate policy implementation and report accordingly and to support the Mental Review
Boards.

DEPUTY MANAGER: NURSING (Level 1 & 2 Hospital) (PN - A8) (REPLACEMENT)
SALARY: R843 618 – R949 482 p.a. (OSD all Inclusive Salary Package)
CENTRE: Carolina Hospital
REFERENCE NO.: MPDoH/Nov/19/42
REQUIREMENTS: Basic qualification accredited with SANC in terms of Government Notice
R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration
with the SANC as a Professional Nurse. A minimum of nine (9) years appropriate /
recognizable experience in nursing after registration as a Professional Nurse. At least 4
years of the period referred to above must be appropriate / recognizable experience in
management. Proof of current registration with the SANC as a Professional Nurse. Must be
computer literate and able to work with MS Office packages including email. Valid driver’s
licence. NB: Any previous experience must be covered by the attachment of certified
copies of Certificates of Service.

DUTIES: Promote quality of nursing care as directed by the professional scope of practice
and standards as determined by the hospital. Work effectively and amicably at management
level, with persons of diverse intellectual, cultural, racial or religious differences.
Demonstrate effective communication with supervisors, other health professionals and
support services personnel and junior colleagues including report writing. Ability to direct a
multidisciplinary team so as to ensure good nursing care. Development and monitor the
implementation of policies, programmes, regulations, practices, procedures and standards
pertaining to nursing care. Advocate and ensure the promotion of nursing ethos and
professionalism. Manage human and financial resources

MEDICAL OFFICER GRADE 1 (30 POSTS)
SALARY: R821 205 – R884 670 p.a. depending on years of experience
(OSD all inclusive Salary Packages plus fixed overtime)
CENTRE: Rob Ferreira Hospital (8 Posts); Themba Hospital (5 Posts); Witbank
Hospital (5 Posts); Ermelo Hospital (2 Posts); Evander Hospital (6 Posts);
Matikwana Hospital (1) Post; Emhuleni Hospital (1) Post; Shongwe
Hospital (1) Post; Tonga Hospital (1) Post.
REFERENCE NO.: MPDoH/Nov/19/43
REQUIREMENTS: MBCHB degree with a recognized University. Registration with HPCSA
as Medical Practitioner. Current registration with HPCSA as Medical Practitioner. Valid work
permit will be required from Non - South Africans. Applicants in possession of a foreign
qualification must attach to their applications an evaluation certificate from South African
Qualifications Authority (SAQA) or any other regulating bodies. Sound Clinical knowledge
and experience in the respective medical discipline. Knowledge of current Health and Public
Service Regulations and Policies.

DUTIES: Provision of quality patient centred care for all patients. Examine, investigate,
diagnose and oversee the treatment of patients in the emergency department. Provision of
after - hours services to care for emergencies presenting to the institution. Training and
supervision of undergraduate and / or post graduate medical students.
CHIEF ARTISAN GRADE A: BUILDINGS (CONSTRUCTION AND MAINTAINANCE)

SALARY: R386 487 - R441 891 p.a. (OSD)
CENTRE: EHLANZENI DISTRICT
REFERENCE NO.: MPDoH/Nov/19/44

REQUIREMENTS: Relevant Trade Test Certificate or N3 Certificate. (A complete apprenticeship and proof of passing official trade test under the provisions of Section 13(2)(h) of the Manpower Training Act, 1981) or certificate issued under the provisions of Section 28 and 30 of the Manpower Training Act, 1981 as amended, or a certificate issued under the provisions of the repealed Section 27 of the Act referred to. Ten (10) years' post qualification experience as an Artisan / Artisan Foreman. Three to Five (3 – 5) years’ supervisory experience. Valid driver’s license.

DUTIES: To manage all aspects of technical services, technical design, production, operation and maintenance activities in field, workshop and technical offices to ensure that effective maintenance programs are in place. Emergency power installations. Electrical Distribution systems. Standby power management. Fire warning systems. Steam energy services. Medical gas installations. Steam 93 regulation systems. Clinical engineering services, gardening, machine room maintenance, support and oxygen and gas supply program. Bulk oxygen and cylinders are ordered in time. Plumbing, woodwork, air conditioning, Building, Electrical, Autoclave, Mechanical and Boiler maintenance. Cooling ventilation, console, type air conditioning units, and industrial systems. Management of contracts and projects. Represent institution on all engineering related meetings and conferences. Ensure that the Division is managed in accordance with prescribed policies and regulations. Supervision of resources. Manage administrative and related, functions. Financial Management: People management. Maintain and advance expertise.

APPLICATIONS: All applications should be directed to:
The Head of Department,
Private Bag X11285,
Nelspruit;
1200

Or

Hand delivered to:
Indwe Building,
Government Boulevard,
Riverside Park Ext 2,
Nelspruit
1200

ENQUIRIES: Ms. Glory Mokone (013 766 3340); or Mr Emmanuel Makokoropo (013 766 3384)

FOR ATTENTION: MR. GOODNESS VILAKAZI
CLOSING DATE: 29 NOVEMBER 2019 (at 14h00 sharp) all applications received after the closing date and time will NOT be entertained. Applicants are advised to apply as early as possible to avoid disappointments.

NOTE: Applications should be submitted on Z83 form obtainable from any public service department and should be accompanied by recently certified copies of qualifications (preferably not older than 6 months), ID / passport and curriculum vitae. Please quote the CORRECT references on your application form and where possible the station/Centre where the post is. Please use one application form per post. No faxed applications will be accepted.

NB: Candidates who are not contacted within 3 months after the closing date must consider their applications as having been unsuccessful except for professional posts, which will be finalised within 4 months. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are requested to apply and indicate such in their application forms)