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.

**SENIOR CLINICAL MANAGER GRADE 1**

**SALARY:** R1 362 366 – R1 467 651 p.a. All inclusive package (OSD requirements depending on qualifications and experience)

**CENTRE:** Witbank Hospital, Emalahleni

**REFERENCE NO.:** MPDoH/Dec/19/01

**REQUIREMENTS:** Appropriate qualification that allows registration with the Health Profession’s Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Current registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 6 years appropriate experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Willingness to work extended hours when necessary. Valid Code 8 driver’s licence. Competencies (knowledge/skills): Broad working knowledge of medical terminology, procedures, record-keeping, clinical systems and professional responsibilities within the State healthcare sector. Broad knowledge of all clinical disciplines and State Hospital practice. In depth knowledge of public service reporting procedures. Working knowledge of current legislation, regulations and policy pertaining to Health service provision, State Liability and Public Service Administration, as well as Common Law relating to Medical Negligence Litigation. Excellent writing, communication, interpersonal, teaching and problem-solving skills. An above-average level of computer skills (MS Word, Excel, PowerPoint and Outlook).

**DUTIES:** Manage and ensure that all new existing medical malpractice cases brought against the Department, Inquests, public liability claims and other medico-legal case-files as allocated are dealt with. Ensure the provision of detailed instructions to The State Attorney, Counsel and expert witnesses. Manage and oversee the medico-legal advisory and clinical risk management support service as well as in-service training. Manage and review financial reports on contingent liabilities and related data as required. Review recommendations made by the Provincial Health Risk Manager concerning PILIR and medical boarding applications by Head Office personnel. Overall Human Resource and financial management of the Medico-legal Unit.
DIRECTOR: INFRASTRUCTURE PROGRAMME DELIVERY

SALARY: All inclusive salary SMS Package of R1 057 326 p.a. [Level 13] all Inclusive 70/30 split SMS package that must be structured according to the SMS dispensation. The successful candidate must sign a performance agreement within three (3) months of appointment. The recommended candidates will be subjected to a competency assessment.

CENTRE: Provincial Office, Mbombela

REFERENCE NO.: MPDoH/Dec/19/02

REQUIREMENTS: A Bachelor’s degree in one of the built-environment disciplines, together with 10 years’ applicable experience and a minimum of 5 years’ experience at middle management level. Professional Registration with the relevant built environment council. Experience in health infrastructure management, with a focus on planning and maintenance, would be an added advantage. Proven programme planning and budgeting skills. In-depth knowledge of management and administrative processes in the Public Service. Knowledge of both national and provincial health policy and legislation. Knowledge of the PFMA, GIAMA, IDIP, procurement procedures and tender regulations. Leadership and strategic planning abilities. Excellent written and verbal communication ability. A high level of computer literacy. Willingness to travel and work beyond normal working hours. Computer literacy. A valid Code B driver’s licence.

DUTIES: Identify infrastructure strategic objectives. Determine greatness needs of the department addressing as the highest in terms of the infrastructure delivery – including both capital and maintenance projects. Prepare Medium Terms annual and adjustment budget. Prepare bids for performance grants in collaboration with the Director: Infrastructure Planning Finalise and approve infrastructure Programme Management Plans. Finalise and approve the procurement strategy providing value for more to inform the Infrastructure Programme Management Plan. Sign-off and approve inputs provided to the preparation of the Infrastructure Programme Implementation Plan by the Implementing Agents. Review and sign-off Infrastructure Programme Implementation Plans. Review and recommend signing of signed service Delivery Agreement. Participate on various Supply Chain Management Committees. Sign-off Project Execution Plans. Sign-off scope and / or cost variations. Consult District and Health facilities during initiation and commissioning phases. Undertake regular project site meetings and visits. Implementing commissioning plans effectively and effectively. Finalise and approve all infrastructure monitoring reports. Update Project / Programme Management Systems. Complete Post project and post occupancy Evaluation. Manage feedback learning generated in terms of the application of approved norms and standards. Manage social facilitation. Use of funds in terms of contracts issued effectively and efficiently in compliance with PFMA. Revive and approve tasks and work orders. Authorise invoices certified by implementing agents. Update financial reports including management information. Update financial documentation and records. Provide for clarity to professionals and support staff to understand their roles and responsibilities.
DIRECTOR: ADVOCACY, COMMUNICATION AND SOCIAL MOBILISATION
(RE-ADVERTISEMENT)

SALARY: All inclusive salary SMS Package of R1 057 326 p.a. [Level 13] all Inclusive 70/30 split SMS package that must be structured according to the SMS dispensation. The successful candidate must sign a performance agreement within three (3) months of appointment. The recommended candidates will be subjected to a competency assessment
CENTRE: Provincial Office, Mbombela
REFERENCE NO.: MPDOH/Dec/19/03

REQUIREMENTS: Appropriate recognized Bachelor’s Degree or NQF Level 7 qualification as recognised by SAQA. At least 5 years’ experience in the HIV, Aids, STI and TB management. Must have at least three years’ experience at Middle Management level working with district Health Services environment. Must possess extensive leadership skills, Strategic capability, Financial Management, Programme and Project Management, Service Delivery Innovation. Communication (written and verbal) skills, People Management and Empowerment. Problem-solving and Analysis. Stakeholder Management, Customer Service, Knowledge Management and Research. Knowledge and understanding of Primary Health Care and the District Health System. Key Health Policies and National Health programmes including HIV and Aids, STI and TB, relevant government policies and prescripts. Must have code 08 Driver’s License. Must be computer literate and be willing to work beyond normal working hours in the public service.

DUTIES: Mobilize decision-makers and communities on HIV and AIDS, STIs and TB programmes and policies. Advocate for policy reviews and implementation. Plan and manage social mobilization interventions to raise awareness on Public health issues. Plan targeted mobilization and Behaviour Change Communication for vulnerable groups and difficult to reach population. Produce information, education and communication (IEC) material to support awareness on HIV and AIDS, STIs and TB issues. Communicate HIV and AIDS, STI and TB policies and programmes to the general public. Liaise with local media and radio to promote awareness on HIV, Aids, STI, TB and non-communicable diseases. Produce communication and social mobilization plans for the programme. Monitor and report performance of the ACSM programme as required by the departmental policy. Strengthen the integration of HAST services into the PHC package services. Ensure effective integration of HAST programme with other government departments at provincial, district, sub district and facility levels.

CHIEF MECHANICAL ENGINEER

SALARY: Grade A: R1 042 827 - R1 192 365 p.a. OSD;
Grade B: R1 265 544 – R1 978 146 p.a. OSD (OSD requirements depending on qualifications and experience)
CENTRE: Provincial Office, Nelspruit
REFERENCE NO.: MPDOH/Dec/19/04

QUALIFICATIONS: Degree in Engineering. Registered as a professional engineer with ECSA. [Mechanical Engineer / Electrical Engineer]. Current proof of registration as a Professional Architect with SACAP. Three years’ experience post qualification. Valid Drivers’ Licence.

CHIEF ARCHITECT

SALARY: R898 569 – R1 027 419 p.a. plus benefits in line with OSD requirements depending on qualifications and experience

CENTRE: Provincial Office, Nelspruit

REFERENCE NO.: MPDOH/Dec/19/05


DEPUTY DIRECTOR: INSTITUTIONAL IMPROVEMENT (INFRASTRUCTURE)

SALARY: R733 257 p.a. all inclusive MMS package.

CENTRE: Provincial Office, Nelspruit

REFERENCE NO.: MPDOH/Dec/19/07

REQUIREMENTS: Degree in Health Sciences. Three to Six Years’ experience in health systems, standards, management practices, organisation development and change management. Computer Literate. Valid Driver’s licence.


DEPUTY DIRECTOR: MAINTENANCE OPERATION – CLINICAL (RE-ADVERTISED POST)

SALARY: R857 559 – R951 765 p.a. (OSD requirements depending on qualifications and experience)

CENTRE: Provincial Office, Nelspruit

REFERENCE NO.: MPDOH/Dec/19/08

REQUIREMENTS: Degree or Diploma in Engineering. Valid Drivers’ Licence. Computer literate with five years relevant experience. Knowledge and understanding of the Department of Health in Mpumalanga Comprehensive Service Plan.
Familiar with the drafting and implementation of Annual Performance Plan. Verbal and written communication skills. Driver's license. **Skills:** Communication skills. Programme and project management skills.

**DUTIES:** Manage technical services. Design and manage maintenance strategy and system. [Only day-to-day, emergency and routine / preventive maintenance]. Research and development. Perform inspections and provide transversal technical guidance and advice to Health Facilities within the Province. Financial Management

**MECHANICAL ENGINEER**

**SALARY:** R718 059 – 766 279 p.a. plus benefits in line with OSD requirements depending on qualifications and experience

**CENTRE:** Provincial Office, Nelspruit

**REFERENCE NO.:** MPDOH/Dec/19/09


**DUTIES:** Design new systems to solve practical engineering challenges and improve efficiency and enhance safety. Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice. Approve engineering works according to prescribed norms and standards. Human capital development. Ensure training and development of technicians, technologists and candidate engineers to promote skills / knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Office administration and budget planning. Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure.
Report on expenditure and service delivery. Research and development. Continuous professional development to keep up with new technologies and procedures. Research / literature studies on engineering technology to improve expertise. Liaise with relevant bodies / councils on engineering-related matters.

**CIVIL / STRUCTURAL ENGINEER (2 POSTS)**

**SALARY:** R718 059 – R766 279 p.a. plus benefits in line with OSD requirements depending on qualifications and experience

**CENTRE:** Provincial Office, Nelspruit

**REFERENCE NO.:** MPDOH/Dec/19/10

**REQUIREMENTS:** Degree in Engineering. Registered as a professional engineer with ECSA. [Civil/structural engineer]. Six (6) years’ experience post qualification. Valid Drivers’ Licence.

**DUTIES:** Develop and maintain functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate engineering installations, undertake engineering design work and implement corrective measures. Prepare and review the User Asset Management Plan. Implement environmental and health/safety adherence during planning stages of projects. Undertake research. Manage people and finances

**CLINICAL PSYCHOLOGIST GRADE 1 - 2**

**Salary:**

- **Grade 1:** R713 361 – R784 275
- **Grade 2:** R832 398 – R923 847 p.a. OSD requirements depending on qualifications and experience

**Centre:** Rob Ferreira Hospital

**REFERENCE NO.:** MPDOH/Dec/19/11

**REQUIREMENTS:** Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Psychologist in a relevant registration category (e.g. clinical, counselling, education, industrial, research psychology). Registration with the HPCSA in a relevant registration category (e.g. clinical, counselling, education, industrial, research psychology) and proof of current registration. **Grade 1:** (No experience required after registration with the HPCSA as Psychologist in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa; or 1 Year relevant experience after registration with the HPCSA Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa), **Grade 2:** A minimum of 8 years’ relevant experience required after registration with the HPCSA as Psychologist in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa or 9 Year relevant experience after registration with the HPCSA Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa).

**DUTIES:** Assessing clients’ needs / abilities or behaviour using a variety of methods, including psychometric tests, interviews and direct observation of behaviour. Working as part of multi-disciplinary team alongside doctors, nurses, social workers, health professionals, health visitors, psychiatrists and occupational therapists, devising and monitoring appropriate treatment programs, including therapy.
Counseling or advice, in collaboration with colleagues, offering therapy and treatment and treatments for difficulties relating to mental health problems such as anxiety, depression, addiction, social and interpersonal problems and challenging behaviour, developing and evaluating service provision for clients, providing consultation to other professions, encouraging a psychological approach in their work, counseling and supporting careers, carrying out applied research, adding to the evidence base of practice in a variety of healthcare settings. Assess and identify psycho-social problems of employees through counseling and applying appropriate interventions, contribute to the department’s planning, budget and procurement process as well monitoring and evaluation. Assist with incapacity leave evaluation. Run therapeutic groups and participate in wellness events.

ARCHITECH (2 POSTS)

**SALARY:** R618 732 – R666 540 p.a. plus benefits in line with OSD requirements depending on qualifications and experience

**CENTRE:** Provincial Office, Nelspruit

**REFERENCE NO.:** MPDOH/Dec/19/12

**Requirements:** Bachelor of Architecture as recognised by the South African Council for the Architectural Profession. Registration with the South African Council for Architectural Profession as a professional. Three (3) years’ experience post qualification. Valid Driver’s License.

**Duties:** Develop and maintain architectural functional and technical norms and standards. Develop and maintain architectural policies, strategies, plans, procedures and criteria for infrastructure projects. Undertake master planning, prepare project briefs, business cases, accommodation schedules and operational narratives. Prepare architectural inputs to the development of the User Asset Management Plan and Project List. Manage facility planning. Undertake research.

COMMUNICATION OFFICER (MEC HOTLINE) (2 POSTS)

**SALARY:** R257 508 p.a. plus benefits.

**CENTRE:** Provincial Office, Nelspruit

**REFERENCE NO.:** MPDOH/Dec/19/13

**Requirements:** Senior Certificate or Equivalent Qualification plus 3 years relevant Experience or Diploma / Degree in Communication. Computer Literacy. Good negotiating, decision-making, interpersonal and time management skills. Computer literacy. Conflict management, client orientation and customer focus. A pro-active thinker with excellent decision making skills. Ability to communicate and implement strategic objectives within an overall provincial framework. Verbal and written communication skills. Knowledge of Microsoft Office. Multi-lingual will be an added advantage.

**DUTIES:** Manage the departmental hotline. Manage the Departmental Satise Silalele hotline. Answer calls from the public who reports issues on the hotline. Liaise with programmes of the Department to resolve issues raised on the toll-free hotline / Departmental hotline / Satise Silalele. Provide weekly reports of the issues raised and how they have been resolved.
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:  20 DECEMBER 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.  *(Please note that the closing date has been extended from 13 December to 20 December due to technical reasons for not advertising these posts on the internet).*

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)*.