DEPUTY DIRECTOR GENERAL: Branch Clinical Health Services
Centre: Provincial Office, Nelspruit
Salary: R1 370 973 p.a. [Level 15] all inclusive salary SMS Package (N.B. this appointment is subject to the signing of an employment contract with the Head of Department. The successful candidate will be required to undergo security clearance and completion of a competency test and to disclose financial interest in accordance with the prescribed regulations.
Reference No: MPDoH/Oct/17/01

Requirements: An undergraduate qualification (NQF Level 7) and a post graduate qualification (NQF Level 8) as recognized by SAQA plus eight (8) to ten (10) years of experience as a Senior Managerial level. Registration with the Health Professions’ Council of South Africa. Skills, knowledge and Competencies: Strategic thinker. Leadership ability. Sound knowledge of relevant legislation. Change management skills. Goal oriented. Service delivery. Innovation skills. Financial and human capital management skills. Co-ordination, strong professional and administrative skills.

Duties: Support and advise the Head of Department on all matters pertaining to the department. Establish and manage strategic partnerships with relevant stakeholders. Provide strategic administrative leadership to the department. Drive planning and implementation processes of the provincial government mandates. Ensure compliance with the Public Finance Management Act of 1999 and Treasury Regulations. Ensure effective and efficient management of human resources of the department in accordance with the public service Act and its regulations. Manage the performance of service delivery of the department. Lead; build teams and co-ordinate overall legal, policy and financial compliance. Will assist with structures and policies to facilitate the management of the department in line with the Vision and mission of the department. Will be responsible for the following Chief Directorates: Hospital Services; Primary Health Care; Strategic Health Programmes and District Offices

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MEDICAL SPECIALIST (INTERNAL MEDICINE)
Centre: Witbank Hospital
Salary: R991 857 – R1 052 712 p.a. plus Remuneration Package and Commuted Overtime
Reference No.: MPDoH/Oct/17/02

Requirements: MBCHB Degree or equivalent qualification plus relevant experience. Registration with the HPCSA as specialist in Internal medicine. A valid work permit will be required from non-South African. Skills, knowledge and Competencies: Knowledge of current of health and public service legislation, regulation and policies.
Communication, problem solving, decision making, presentation, good human relations and analytical skills. Be able to work under pressure.

**Duties:** Management of the relevant department. Provide clinical care to patients. Provide ongoing medical management of patients with chronic medical conditions. Management and storage of health information including discharging summaries. Participate in development and implementation of quality improvement plans in the hospital. Perform after hour clinical duties. Monitor the implementation of National Health Insurance Pilot Project.

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MEDICAL OFFICER - GRADE 3 (2 POSTS)
Centre: Lydenburg Hospital, Mapulaneng Hospital,
Salary: R977 199 – R1 221 723 p.a. [OSD requirements depending on years of experience]
Reference No.: MPDoH/Oct/17/03

**Requirements:** MBCHB degree or equivalent qualification from a recognized university. Current registration with the HPCSA as a medical practitioner. A valid work permit for non-South African citizens. Minimum of 5 years’ experience after community service. **Skills, knowledge and Competencies:** Sound knowledge of medical ethics. Additional experience in relevant discipline will serve as a recommendation.


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DIRECTOR: P A TO HEAD OF DEPARTMENT
Centre: Provincial Office, Nelspruit
Salary: R948 174 p.a. [Level 13] all inclusive salary SMS Package (N.B. this appointment is subject to the signing of an employment contract with the Head of Department. The successful candidate will be required to undergo security clearance and completion of a competency test and to disclose financial interest in accordance with the prescribed regulations
Reference No.: MPDoH/Oct/17/04

**Requirements:** An undergraduate qualification (NQF level 7) as recognised by SAQA plus five (5) years’ managerial experience at a middle management level. Knowledge of Public Service prescripts, Policies and Regulations including the Public Service Act, PFMA, Treasury Regulations. Experience and knowledge in operating in an environment of executive office management will be an added advantage.
**Skills, knowledge and Competencies:** Excellent leadership, interpersonal and motivational, good written and verbal communication, excellent presentation, basic budgeting, good report writing and Executive office management skills. Comprehensive knowledge of the Public Service and related legislation and the legal and labour implications thereof. Proven ability to plan, manage and delegate as well as monitor public administrative functions. Innovative, analytical and creative thinking. Knowledge of budget planning and control. Applied strategic thinking, especially in terms of conflict management. Creativity and assertiveness. Computer literacy. A valid driver's license.

**Duties:** Manage and coordinate the administrative functions in the Office of the HoD. Co-ordinate meetings with stakeholders / institutions. Accompany the HoD to meetings, visits and other engagements as and when required and ensure adequate research and briefing to facilitate meetings of the HoD’s obligations. Promote sound financial management within the areas of responsibility in as far as budgeting and expenditure for the Office of the HoD is concerned. Promote efficient service delivery to all clients. Develop, manage and maintain efficient linkages between the Office of the HoD and all internal and external departmental stakeholders. Design, develop and maintain an orderly and efficient system of reception, administration, office information system and archives in the Office of the HoD. Receive, acknowledge and channel correspondence relating to the Office of the HoD to relevant components for attention, pendum and make follow-ups where necessary. Facilitate the gathering of information, prepare and submit reports as required. Supervise staff in the Hod’s Office. Executive HR Performance Management.

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**DIRECTOR: LEGAL SERVICES**

Centre: Provincial Office, Nelspruit

Salary: R948 174 p. a [Level 13] all inclusive salary SMS Package (N.B. this appointment is subject to the signing of an employment contract with the Head of Department. The successful candidate will be required to undergo security clearance and completion of a competency test and to disclose financial interest in accordance with the prescribed regulations

Reference No.: MPDoH/Oct/17/05

**Requirements:** An undergraduate qualification (NQF level 7) as recognised by SAQA plus five (5) years management experience at middle management level. **Skills, knowledge and competencies:** Extensive knowledge in interpretation of statutes, administrative law as well as clear knowledge and understanding of different legislative prescripts, legal procedures as well as drafting of contracts. Understanding of government processes. Presentation, facilitation, policy development, research, formulation of legislative drafting, legal writing, strong leadership, people management and supervisory skills. Project planning and management. Good inter-personal relations. Innovation and creativity. Self-discipline and ability to work under pressure with minimum supervision. Computer literacy. Valid driver’s license.
Duties: Manage the provision of legal advisory services. Provide formal legal opinions and legal advice. Provide legal inputs on correspondence of a legal technical nature. Represent the Department at forums on legal matters. Manage the provision of legislation and contract advisory services. Provide inputs on the provincial legislative programmes. Ensure legally sound contracts are drawn. Manage the provision of legal support in regards to litigation matters. Provide legal advice with regards to intended litigation by clients of the Department. Administer the preparation of High Court and Constitutional Court cases. Assist with consultations to Advocates. Conduct internal investigations. Draft legislation. Ensure the effective, efficient and economic utilisation of allocated resources. Identify and manage subordinates development needs. Conduct performance assessments for subordinate personnel. Support and monitor subordinates performance. Ensure staffs are kept abreast of all legal new prescripts and policies. Ensure the effective utilisation and maintenance of all resources. Provide and maintain financial management systems that will enable the Directorate to comply with policies.

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CHIEF EXECUTIVE OFFICER
Centre: Tintswalo Hospital (Ehlanzeni District)
Salary: R948 174 p.a. [Level 13] an all-inclusive 70/30 split SMS package that must be structured according to the MMS 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.
Reference No: MPDoH/Oct/17/06

Requirements: An undergraduate qualification (NQF Level 7) as recognised by SAQA plus five (5) years management experience at a middle management. A degree/advanced diploma in a health related field, registration with relevant Professional Council PLUS a Degree/diploma in health management. At least 5 (Five) 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 license (Code 08). Proof of current work experience endorsed and stamp by HR must be attached. Recommendations: A degree/diploma in a management field will be an added advantage. Competencies: 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. Progress Competencies: 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:** Maximize 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 mobilization, 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 utilization 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.

N.B. Appointment to this position is subject to the security clearance, competency assessment and a successful candidate signing a performance agreement.

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**MEDICAL OFFICER GRADE 2**
Centre: Evander Hospital
Salary: R842 028 – R920 703 p.a. [OSD requirements depending on years of experience]
Reference No.: MPDoH/Oct/17/07

**Requirements:** MBCHB degree with a recognized University. Current registration with the HPCSA as a Medical Practitioner. At least 5-10 years or more experience after registration as Medical Practitioner (Independent Practice) and Foreign Qualified employees-Minimum of 11 years of experience will be required after registration as Medical Officer – Independent Practice. Sound knowledge of Medical ethics. Additional experience in the relevant discipline will serve as a recommendation.

**Duties:** Provide clinical care to patients. Perform after hour duties and participate in outreach programmes. Participate in continuing medical education. Perform medical procedures. Provide holistic patient care inclusive of preventative treatment and rehabilitation. Provide ongoing medical management of patients with chronic medical conditions. Give medical input into team management.
Supervise Medical Officers/ Community Service Medical Officers Allied Health Staff in proper taking, managing and storage of health information, including discharge summaries. Deal with disability grants assessments. Provide input in medico-legal problems.

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DEPUTY DIRECTOR: FINANCIAL ECONOMICS
Centre: Provincial Office, Nelspruit
Salary: R779 295 p.a. [Level 12] all inclusive MMS package that must be structured according to the MMS dispensation. The recommended candidates will be subjected to the security clearance and a competency assessment. The successful candidate must sign a performance agreement.
Reference No.: MPDoH/Oct/17/08

Requirements: Degree in Economics or NQF Level 7 qualification as recognized by SAQA. At least five (5) years of experience at a level 9 or 10 or equivalent in health economics. Good communication, interpersonal and computer skills (MS Word and Excel). Ability to work in a team. Good understanding of the efficiency indicators in health. Sound knowledge of the Service Transformation Plans, Cost Centre Accounting, DHER and health efficiency indicators. A valid code B driver’s license.


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CHIEF EXECUTIVE OFFICER (2 Posts)
Centre: KwaMhlanga Hospital and Middelburg Hospital
Salary: R779 295 p.a. [Level 12] an all-inclusive 70/30 split MMS package that must be structured according to the MMS 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.
Reference No: MPDoH/Oct/17/09

Requirements: Appropriate recognized Bachelor’s Degree or NQF Level 7 qualification as recognised by SAQA. A degree/advanced diploma in a health related field, registration with relevant Professional Council PLUS a Degree/diploma in health management. At least 5 (Five) 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 license (Code 08). Proof of current work experience endorsed and stamp by HR must be attached.

Recommendations: A degree/diploma in a management field will be an added advantage. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), 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. **Progress Competencies:** 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:** Maximize 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 mobilization, 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 utilization 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.

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**DEPUTY DIRECTOR – Imaging & Specialized Radiological Services**  
Centre: Provincial Office, Nelspruit  
Salary: R769 026 p.a.  
**OSD N.B.** Appointment to this position is subject to the security clearance, competency assessment and a successful candidate signing a performance agreement.  
Reference No: MPDoH/Oct/17/10

**Requirements:** An undergraduate qualification (NQF level 7) as recognised by SAQA plus five (5) years management experience at a middle / senior management. Proof of current registration with the HPCSA. Knowledge of the South Africa’s Health Care Act (2003) and the healthcare system. Knowledge of the PFMA and the Treasury Regulations.
Leadership and management skills in people, strategic planning and its implementation, change and project management including monitoring and evaluation. Knowledge of key stakeholders and their relevancy. Computer literacy. Ability to work independently and under extreme pressure. Valid driver’s license (minimum code B) is a must for the individual who must be prepared to travel extensively throughout the province.

**Duties:** To ensure the effectiveness and efficiency of the imaging and specialized radiological services throughout Mpumalanga Province. Develop policy frameworks, norms and guidelines for imaging care. Render support to districts on matters related to imaging and specialized radiological services. Develop technical specifications for equipment acquisition. Develop, review and implement quality assurance protocols for imaging and specialized radiological services. Develop, project briefs and cost estimates for imaging and specialized radiological services. Develop and implement a monitoring and evaluation system for imaging and specialized radiological services.

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**REGISTRAR: ANAESTHESIOLOGY**
Centre: Witbank Hospital
Salary: R736 425 – R770 061 p.a. as per OSD and Commuted Overtime
Reference No: MPDoH/Oct/17/11

**Requirements:** An MBChB or equivalent qualification. Grade 12 certificate. Current registration with the HPCSA as a Medical Practitioner. Must have completed Community Service obligations. Prior experience or diploma in the specific discipline will be a strong recommendation. Ability to work in a team. Good interpersonal skills. Good written and verbal communication skills. Valid Code 08 driver’s license (Code EB).


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**DEPUTY DIRECTOR: QUALITY ASSURANCE**
Centre: Provincial Office, Nelspruit
Salary R657 558 p.a. [Level 11] all inclusive MMS package that must be structured according to the MMS dispensation. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement.
Reference No: MPDoH/Oct/17/12

**Requirements:** An undergraduate qualification (NQF level 7) as recognised by SAQA plus five (5) years management experience at a middle / senior management. A qualification in quality management will be an added advantage. Valid driver’s license.
CORE Competencies: Experience within the Public Health Care System, Client orientation and customer focus. Experience of change management and service delivery innovation. Financial management experience combined with good analytical and planning skills. Project management and report writing skills. People management and communication skills: Leadership skills. Knowledge and understanding of the National Core Standards for health establishments. Advanced computer literacy especially experience in data base management

Duties: Coordinate, monitor and evaluate the implementation of policy framework, norms and standards for health services. Develop provincial policies and guidelines for quality improvement in health facilities. Serve as liaison between the department and the office of standards compliance. Provide technical support and advice to management and staff on clinical quality issues. Develop systems and coordinate processes for licensing of health establishments in the province. Plan, coordinate and manage systems and processes for the provincial Quality Assurance programme implementation terms of: Infection Prevention and Control, Complaints management and adverse events, Customer care and client satisfaction, Clinical audit and research.

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CLINICAL PSYCHOLOGIST
Centre: Middelburg Hospital
Salary: R633 702 – R703 314 p.a. as per OSD requirements
Reference No: MPDoH/Oct/17/13

Requirements: An appropriate Master’s Degree in Clinical or Counselling Psychology. Registered as a Clinical or Counselling Psychologist with Heath Professions South Africa (HPSA). Applicant must have at least 5 years’ experience as a clinical or counselling psychologist and at least 3 years of managerial experience. Experience in research methodology, programme development and report writing will be an added recommendation. Must be computer literate. A valid driver’s license.


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ASSISTANT DIRECTOR – INFORMATION TECHNOLOGY – INTERNAL AUDIT
Centre: Provincial Office, Nelspruit
Salary: R417 552 p.a. (Level 10) plus benefits
Reference No: MPDoH/Oct/17/14

Requirements: Applicants must be in possession of a recognised three year tertiary qualification in Auditing/Accounting and/or post graduate diploma/degree in IT Auditing. IAT qualification and studies towards CISA will be an added advantage. A minimum of 3 years’ experience in government IT auditing. Relevant IT and supervisory experience should be clearly indicated on the CV. Membership with the
IIA (Institute of Internal Auditors). Ability to work independently under pressure. Must be in possession of a valid drivers’ license. **Knowledge and Skills:** Knowledge of and experience in the application of audit software(s): Teammate, data analysis using CAATS, and of IT governance frameworks such as COBIT, ISACA, ITIL, ISO etc. Ability to understand and interpret and apply relevant legislation, regulations, frameworks, standards and guidelines – Public Finance Management Act, Treasury Regulations, National Treasury Internal Audit Framework, International standard for the Professional Practice of Internal Auditing (ISPPIA). Skills in the application of audit methodology and execution of audit procedures’ in accordance with the approved strategic operational plan. Understand SQL and other database structures and enquiring. Able to lead and manage multiple audits. Good interpersonal, written and verbal communication skills.

**Duties:** Perform audits in accordance with the audit methodology. Oversee risk-based IT audits and IT risk management reviews. Provide inputs in the development of IT risk based IT audit coverage plans. Conduct assigned IT audit engagement from initiation to issue of audit reports. Update audit file with audit work performed. Supervise and quality assure audit work performed by internal auditors. Execute ad-hoc assignment assigned by the manager. Maintain organisational professional ethical standards.

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ASSISTANT MANAGER – NURSING (PN-A7)
Centre: Shongwe Hospital

Salary: R499 953 – R579 579 p.a. Rural allowances 8% (salary determination depending on experience in terms of relevant OSD)
Reference No: MPDoH/Oct/17/15

**Requirements:** Basic R425 qualification and registration with SANC as a professional nurse. A minimum of eight (8) years appropriate experience in nursing after registration with SANC in General nursing. At least 3 years of the period referred above must be appropriate/recognizable experience at management level.

**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 service personnel and junior colleagues including report writing. Ability to direct a multi-disciplinary team so as to ensure good nursing care.

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OPERATIONAL MANAGER PN-B3 (SPECIALITY UNIT THEATRE)
Centre: Mmamethake Hospital
Salary: R499 953 - R562 698 p.a. (depending on the years of experience) plus benefits including Rural allowance
Reference No: MPDoH/Oct/17/16

Requirements: Basic qualification in General Nursing and midwifery. As accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC). Current registration with the South African Nursing Council. Diploma in Critical care Nursing. With knowledge of nursing care processes, procedures, nursing statutes and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele Principles etc. Operational Management skills, good communication, report writing, problem solving, planning and organizing skills. A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. Valid driver’s licence will be a recommendation.

Duties: Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Develop and maintain working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulating and implementation of nursing guidelines, practices, standard and procedures. Manage and monitor utilization of human, financial and physical resources.

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OPERATIONAL MANAGER PN-B3 (SPECIALITY) CASUALTY
Centre: Barberton Hospital
Salary: R499 953 - R562 698 p.a. (depending on the years of experience) plus benefits including Rural allowance
Reference No: MPDoH/Oct/17/17

Requirements: Basic qualification in General Nursing and midwifery. As accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC). Current registration with the South African Nursing Council. At least five (5) years of the period referred to above must be appropriate/recognizable experience after the 1 year post Basic qualification in the relevant specially Diploma in Trauma Care Nursing. With knowledge of nursing care processes, procedures, nursing statutes and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele Principles etc. Operational Management skills, good communication, report writing, problem solving, planning and organizing skills. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. Valid driver’s licence will be a recommendation.
Duties: Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Develop and maintain working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulating and implementation of nursing guidelines, practices, standard and procedures. Manage and monitor utilisation of human, financial and physical resources.

OPERATIONAL MANAGER NURSING: (PN-B3) Intensive Care Ward
Centre: Witbank Hospital
Salary: R499 953 – R562 698 p.a. (depending on the years of experience) plus OSD benefits
Reference No: MPDoH/Oct/17/18

Requirements: Basic R425 qualification i.e. Diploma \\ Degree in nursing or equivalent qualification that allows registration with SANC as a professional Nurse. Grade 12 certificate. A minimum of 7 years appropriate \ recognizable experience in nursing after registrations a Professional Nurse with SANC in general nursing. At least 5 years of the period above must be appropriate\ recognizable experience in Intensive Care Nursing. Strong leadership, good communication and sound interpersonal skills are necessary. Knowledge of the Mental Health Act, PFMA and other Public Sector Regulations and Legislative Framework. Strong leadership skills, good verbal and written communication skills, conflict management skills, good interpersonal relationship and ability to work under pressure. Basic computer literacy and a drivers' license will be an advantage.

Duties: Coordination of optimal, holistic specialized nursing care provided within set standards and a professional\ legal framework. Manage effectively the utilisation and supervision of human, financial and material resources. Co-ordination of the provision of effective training and research. Maintain professional growth \ ethical standards and development of self and subordinates. Promote quality of nursing as directed by the scope of practice and standards as determined by the institution. Demonstrate a basic understanding and effective implementation of HR and Finance policies and practices. Demonstrate effective communication with patients and the Multi-Disciplinary Team including report writing. Work effectively, cooperatively amicably with persons of diverse intellectual, culture, racial or religious differences. Be able to manage own work, time and that of subordinates. Ensure discipline of staff and resolve grievances as they arise.

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OPERATIONAL MANAGER NURSING: Paediatric Ward (Speciality) PN-B3  
Centre: Embhuleni Hospital  
Salary: R499 953 – R562 698 p.a. (depending on the years of experience) plus  
OSD benefits  
Reference No: MPDoH/Oct/17/19

Requirements: Registration with S.A.N.C as a Professional nurse. Diploma/degree in General nursing (Bridging course or Four year Comprehensive course). Diploma in Midwifery. Post basic qualification in Child nursing/ Paediatrics with duration of 01 year accredited with SANC in terms of Government notice number R212. A minimum of 09 years appropriate or recognisable experience in nursing after registration as a professional nurse with SANC. At least 05 years of the period referred to above, must be appropriate or recognisable experience after obtaining the 01 year post basic qualification in the relevant specialty. Knowledge, skills and competency: Strong leadership and good communication skills. Knowledge of Health ACT, Child ACT, PFMA and other Public health sector policy framework. Computer literacy will be an added advantage.

Duties: Supervise and co-ordinate the provision of an effective and efficient patient care through adequate nursing care. Manage the activities of the Paediatric unit according to National and Provincial guidelines. Manage and monitor proper utilisation of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.

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OPERATIONAL MANAGER: NURSING – PHC (PN-B3)  
Centre: Matsulu CHC  
Centre: Embhuleni Hospital  
Salary: R499 953 – R562 698 p.a. (depending on the years of experience) plus  
OSD benefits  
Reference No: MPDoH/Oct/17/20

Requirements: Registration with SANC as Professional Nurse with PHC diploma as a post-basic qualification in terms of Government Notice R48. A minimum of 9 years appropriate /recognisable nursing experience after registration as Professional Nurse, of which 5 years must be appropriate / recognisable experience gained after obtaining the PHC diploma. Good organizing and planning skills. Leadership qualities and interpersonal relationship skills.

Duties: Demonstrate understanding of nursing legislation and related legal and ethical nursing .Practices. Supervision and performance evaluation of junior staff members. Implement systems and appropriate measures to ensure quality patient care. Supervise and evaluate the treatment of common and minor conditions. Apply the principles of PHC in service rendering, for the maintenance of professional excellence.

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OPERATIONAL MANAGER: NURSING (General Unit) Gr 1 (PN-A5) (2 Posts)
Centre: Standerton Hospital, Shongwe Hospital
Salary: Salary: R394 665 – R444 195 p.a. (OSD benefits depending on the years of experience) plus benefits including 8% Rural allowance
Reference No.: MPDoH/Oct/17/21

Requirements: Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing). Must be Primary Healthcare trained and be registered with the South African Nursing Council (SANC). Thorough knowledge of nursing care processes, procedures, nursing statutes and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele Principles etc. Operational Management skills, good communication, report writing, problem solving, planning and organizing skills. A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing.

Duties: Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of the primary health care processes (PHC supervision policy) and the evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Develop and maintain working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulating and implementation of nursing guidelines, practices, standard and procedures. Manage and monitor utilization of human, financial and physical resources.

CLINICAL PROGRAMME CO-ORDINATOR GR1 (PN-A5)
Centre: Mmamethake Hospital
Salary R394 665 – R444 195 p.a. OSD requirements depending on the years of experience) plus OSD benefits
Reference No: MPDoH/Oct /17/22

Requirements: Basic R425 qualification (i.e. diploma/degree in nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse .A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Experience in infection control and prevention. Training in infection control will be an added advantage. Computer literacy. Understanding of infection control policy, good interpersonal skills, ability to plan and organise, presentation skills, conflict management skills, people management.

Duties: Coordinate infection control and prevention programmes, compile reports on compliance and non-compliance to quality standards, develop and ensure implementation of policies, norms and standards with regards to infection prevention and control, facilitate development of quality improvement plans in relation to infection control and prevention.
PROFESSIONAL NURSE: PN-B1 (Specialty) THEATRE
Centre: Barberton Hospital
Salary: R340 431 - R394 665 p.a. as per OSD
Reference No: MPDoH/Oct/17/23

Requirements: Basic R425 qualification (Degree / Diploma in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus a post basic R212 qualification in Medical and Surgical Nursing Science; Operating Theatre. Registration with SANC with both of the qualifications indicated. A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC as such. Experience in theatre nursing. Knowledge of nursing care processes, procedures, Nursing statutes and other relevant legal frameworks such as: Nursing Act, National Health Act, Occupational Health and Safety Act, Patient’s Right’s Charter, Batho Pele Principles, etc. Good communication, report and problem solving skills. Valid driver’s license. Good leadership Qualities. Good Interpersonal relation skill. Good Communication skill. Good organizing and planning skill. Ability to work under pressure.

Duties: Ensure proper comprehensive health care services in the hospital. Ensure effective and efficient management of resources. Provide quality patient care, norms and standard. Participate in quality improvement programmes. Ensure the implementation of patient’s right charter and Batho Pele Principles. Educate staff and patients. Scrubbing for theatre operations. Assist Anaesthetic doctor. Manage CSSD Unit and general management of theatre section.

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LECTURER (PN-D1)
Centre: Mpumalanga Nursing College (Academy)
Salary: R340 431 – R394 665 p.a. [OSD requirements depending on years of experience]
Reference No.: MPDoH/Oct/17/24

Requirements: Basic R245 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse PLUS a Post-Basic qualification in Nursing Education registered with SANC. Registration: SANC as Professional Nurse in Nursing Education. Experience: A minimum of 4 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Valid driver’s license code 8 (EB)

Duties: Integrate health priority programmes in the curriculum. Provide education and training to student nurses. Co-ordinate clinical learning exposure to students between College and Clinical area. Support the mission and promote the image of the college. Implement assessment strategies to determine learners’ competencies. Exercise control over learners. Plan and prepare for facilitation of learners in both theories and practical. Manage learners record. Be responsible for clinical accompaniment, counseling and support of learners.

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PROFESSIONAL NURSE (PN-B1) Speciality (2 posts)
Centre: School of Nursing, Themba Hospital, Middelburg Hospital
Salary: R340 431 – 394 665 p.a [OSD requirements depending on years of experience]
Reference No.: MPDoH/Oct/17/25

Requirements: Basic qualification accredited with the SANC 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 plus a post basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice No 212 in the relevant specialty.

Duties: 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 stakeholders. Implement and supervision of Basic Nursing Care. Ensure adherence to Batho-Pele Principles and Patient Right Charter.

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ASSISTANT DIRECTOR: AUXILIARY SERVICES
Centre: Rob Ferreira Hospital
Salary: R334 545 p.a. [Level 9] plus benefits
Reference No: MPDoH/Oct/17/26

Requirements: Grade 12 Certificate plus 15 years’ experience or Degree or Diploma in Administration plus 8 years relevant experience. Computer literacy. Good interpersonal and communication skills verbal and written. Knowledge of Batho Pele Principles and customer care. Willing to work under pressure. Be prepared to work on shifts. Knowledge of 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. Budgeting and reporting.

Duties: Management of Logistical Services. Ensuring its and procedures will be an added that Public private party service calls are logged responded to and analysed in line with the Public Private Party (PPP) Agreement. Manage the capturing of service calls and monitor data capturing task for logged calls. Manage office space and accommodation requirements. Oversee Auxiliary Services (cleaning, hygiene, pest control, waste management, gardens and grounds, etc.) for offices occupied by Drug Efficiently Administration. Manage document Reproduction. Switchboard Services, Telecommunication services, Service Contracts and Food aid Services.
ASSISTANT MANAGER: HAST  
Centre: Nkangala District  
Salary: R499 953 – R579 579 p.a. plus benefits  
Reference No: MPDoH/Oct/17/27

Requirements: Registration with the SANC as a Professional Nurse in General Nursing, Midwifery and Community Nursing. Good knowledge of HIV, AIDS, STI and TB. Certificate in HIV Management will be an added advantage. Good communication and interpersonal relation skills. A valid driver’s licence. Computer literacy. Report writing and ability to work under pressure.

Duties: Coordinator the Implementation of Has programme on the sub-district. Ensure proper referral systems. Manage and coordinate resources. Liaison with both internal and external stakeholders on HIV related services. Participate in budget activities. Ensure relevancy of business and strategic plans to HIV/AIDS. Oversee step-down facilities at district level. Monitor and evaluate HIV programme. Establishment and support Hast committees in the sub district. Ensure a pro per reporting system. Assist management in the sub district. Ensure availability of HIV and AIDS, TB and STI Policies in all facilities.

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ASSISTANT DIRECTOR: FINANCE (2 Posts)  
Centre: Witbank TB Hospital; KwaMhlanga Hospital  
Salary: R334 545 p.a. [Level 9] plus benefits  
Reference No: MPDoH/Oct/17/28

Requirements: Bachelor’s Degree in Financial Management or Accounting 3-5 years’ experience in Financial Management. Good Knowledge and skills in BAS, Logis, Treasury regulations, PFMA credit and debt management, numeracy, financial administration. Good Knowledge of Public Service Regulations, Risk Management and PFMA. Excellent written and verbal communication. Presentation, facilitation, problem solving, conflict resolution, research, project management and time management skills. Knowledge. Valid driver’s licence.

Duties: Manage finance, revenue and bookkeeping, payments, internal control and systems, Debts Management. Advice and assist the hospital operations in the exercise of powers, functions assigned and delegations. Ensure the effective implementation of the PFMA and Treasury Regulations. Ensure compliance with the best practice accounting norms and standards. Manage, monitor and implement financial systems and accounts control. Provide accurate information in preparation of financial statements. Facilitate internal and external audits. Manage financial management quality control services. Establish and maintain effective, efficient and transparent system and internal control.

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ASSISTANT DIRECTOR: BUDGETING
Centre: Provincial Office, Nelspruit
Salary: R334 545 p.a. [Level 9] plus benefits
Reference No: MPDoH/Oct/17/29

Requirements: Bachelor's Degree / National Diploma in Financial Management / Financial / Management Accounting. 2 years’ experience in Financial Management field at level 7 or 8. A valid driver’s license (code 08). Knowledge of Costing, Budgeting, Planning process, and Expenditure Reporting. Computer literacy skills. Good communication skills (both verbal and written). Ability to work in a highly production driven environment. Project Management skills. Budgeting and Planning skills.

Duties: Consolidate and Analyse Budget inputs including Itemized budgets from Programmes, Capture of itemized Budgets on BAS, Support programmes with budget costing, Conduct budget workshop, Consolidate rollover inputs and prepare rollover request, Consolidate and Analyse Budget Adjustment inputs, Capture budget adjustment on BAS and balance the budget on BAS weekly. Identify high cost drivers and extra-ordinary expenses in key accounts. Develop and implement cost saving or reduction measures for the Department. Provide SCOA training.

ASSISTANT DIRECTOR: HUMAN RESOURCES ADMINISTRATION
Centre: Nkangala District Office, Emalahleni (Witbank)
Salary: R334 545 p.a. [Level 09] plus benefits
Reference No: MPDoH/Oct/17/30

Requirements: Grade 12 Certificate plus 15 years’ experience or Degree or Diploma in Administration plus 8 years relevant experience. Computer literacy. Good interpersonal and communication skills verbal and written. Knowledge of Batho Pele Principles and customer care. Willing to work under pressure. Be prepared to work on shifts. Knowledge of 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. Budgeting and reporting.

Duties: Effective management of the recruitment and selection process as well as maintenance and utilization thereof. Ensure effective implementation of HRM strategies, policies, practices and systems regarding recruitment and selection and monitoring the effectiveness of such implementation. Establishment and maintain a recruitment and selection information system. Render expert advice and guidance to both subordinates and line managers on the interpretation and application of HRM policies and directives regarding recruitment and selection. Effective management of registry services in the human resource section. Responsible for recruitment advertisements in the department through the use of printed media. Verify qualifications, experience, etc. of candidates. Arrange all aspects of the interviewing process. Draft submissions and cabinet memoranda pertaining appointments of SMS.
PROGRAM COORDINATOR (INFECTION CONTROL) - (PN-A5)
Centre: Carolina Hospital
Salary: R394 665 – R444 195 p.a. plus 8% of basic salary rural allowance for ISRDS nodes
Reference No: MPDoH/Oct /17/31

Requirements: Registration with the S.A.N.C as a Professional Nurse. Eight (8) years recognizable experience in nursing. Appropriate competencies in quality assurance activities. Diploma in Health Services Management and total Quality Management qualification will be an added advantage. Diploma/Degree in General Nursing (Bridging course or four years comprehensive course). Diploma in midwifery/ Psychiatry. Submission of certified copies, personal documents and SANC receipt. Knowledge and Skills: Understanding of Legislation, related legal and ethical nursing practices. Knowledge in quality nursing activities. Knowledge of the scope of practice for the different categories in nursing. Ability to plan, organize and coordinate the program with other health components. Computer literacy. Knowledge and understanding of quality assurance policies. Good communication and interpersonal skills. Presentation skills. People management and application of Batho Pele Principles.


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PROFESSIONAL NURSE: PN-A4 GR 3 (Midwife) (4 posts)
Centre: Middelburg Hospital
Salary: R340 431 – R394 665 p.a. (depending on experience)
Reference No: MPDoH/Oct /17/32

Requirements: Basic qualification accredited with the SANC in terms of Government Notice R425 (diploma/degree in Nursing and Midwife) or equivalent. Qualification that allows registration with the SANC as Professional Nurse and Midwife. Annual receipt and license to practice for 2009. Proof of registration to be attached. A minimum of 20 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Proof to be attached of Service Records). Submission of certified copies of documents (certification not to be older than 3 months). Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills. Problem solving and decision making skills. Good supervisory and teaching skills. Relevant experience.

Duties: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.
Promote quality of nursing care as directed by the professional practice and standards as determined by the Hospital. Demonstrate effective communication with patients, supervisors and clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Education and training of the nursing team. Gather health related data to ensure optimal future planning, optimally utilize, control and empower employees to increase their moral and motivation, effective management of resources. Managing the KPAs of subordinates. Ensure adherence to the Batho Pele Principles and Patients Right Charter.

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ENVIRONMENTAL HEALTH PRACTITIONER GR1 (6 Posts)
Centre: Ehlanzeni District, Phola / Nsikazi CHC, Naas CHC, Cottondale Clinic, Belfast Clinic, KaNyamazane CHC
Salary: R281 148 – R321 462 p.a. OSD Requirements
Reference No: MPDoH/Oct /17/33

Requirements: An appropriate diploma in Environmental Health / Public health or any equivalent qualification. Must be registered with the HPCSA as an independent practitioner Knowledgeable on the scope of practice for environmental health practitioners, medical waste management and other related activities. Good communication skills. Computer literacy. A valid code 8 driver’s license. Good interpersonal relations. Able to work independent and under pressure.

Duties: Attend to the day to day activities at the health establishment and support the surrounding PHC facilities. Implement the environmental norms and standards at all the establishments. Monitor the implementation of Municipal Health Services within the municipal area. Do assessments/monitoring of the operations involving the generation, handling, packaging, storage, collection, transportation, treatment and disposal of health care waste within a health establishments; Compile inspection reports; ensure that all relevant health care waste policies, guidelines, plans programmes and legislation are available and in place; Coordinate the monthly meetings for the HCW Committees; Promote continuous improvement in proper health care waste management and encourage waste minimization , recycling, re-use and reduce.

SENIOR STATE ACCOUNTANT
Centre: Provincial Office, Nelspruit
Salary: R281 418 p.a. [Level 8] plus benefits
Reference No: MPDoH/Oct /17/34

Requirements: A matric certificate, three year diploma in Accounting or Finance, plus a three years’ experience in the public service with extensive knowledge of bookkeeping Knowledge of BAS, PFMA, Treasury Regulations and Standard chart of Accounts (SCOA).

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**ADMINISTRATIVE OFFICER: AUXILIARY SERVICES**

Centre: Carolina Hospital

Salary: R226 611 p.a. [Level 7] plus benefits

Reference No: MPDoH/Oct/17/35

**Requirements:** A three year tertiary qualification plus relevant experience or Grade 12 plus five years relevant experience. Extensive experience and comprehensive knowledge of all administrative aspects. Ability to interpret and implement policies. Sound knowledge of the Public Service Act, Labour Relation Act, PFMA, Procurement procedures and other applicable prescripts. Computer literacy. Project management skills will be an added advantage. Knowledge of BAS, PAAB and LOGIS system. Good communication skills (both verbal and written). Good interpersonal relations.

**Duties:** Ensure effective and efficient performance supervision of admin support and cleaning staff within the Unit. Monitor telephone and cellular phone usage at the Provincial Office to avoid over-expenditure. Maintain and update the database of all leases in the Provincial Office. Approve requisitions on the LOGIS System. Allocate telephone and office accommodation to newly employed officials in the Provincial Office. Arrange the provision of leased equipment. Assist with the preparation of the budget for the unit.

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**TRANSPORT OFFICER (2 Posts)**

Centre: Standerton TB Specialized, Middelburg Hospital

Salary: R226 611 p.a. [Level 7] plus benefits

Reference No: MPDoH/Oct /17/36

**Requirements:** An appropriate Degree/ Diploma or equivalent qualification or Grade 12 plus three (3) years’ experience in Government Vehicle or Fleet Management, Computer literate and valid driver’s licence. Knowledge of the Departmental policies, prescripts and practices. Good interpersonal as well as written and verbal communication skills.

**Duties:** Co-ordinate transport- ensures that the best and most economical use of government motor transport is maintained. To exercise control over the maintenance and expenditure involved in the use of government motor transport. To arrange for proper completion and regular scrutiny of all records and returns concerning
government motor transport. Ensure that the vehicles under his/her control are kept in a good condition and that they are serviced regularly. Ensure the control of logbooks and the safe keeping of keys and petrol cards. Ensure that all instructions relevant to the use, operation and maintenance of government motor vehicles are complied with the act as liaison between his/her office, First Auto and Government Garage. Ensure that maintenance schedules are kept and that vehicles are properly looked after and checked on daily basis before and after each trip. Ensure availability of vehicles and co-ordinate transport. To plan daily, weekly and monthly vehicle use in line with priorities and service delivery aims.

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INFORMATION OFFICER
Centre: Mmamethake Hospital
Salary: R226 611 p. a. [Level 7] plus benefits
Reference No: MPDoH/Oct /17/37

Requirements: A Bachelor Degree / National Diploma in Information Management or equivalent qualification. Understanding of and experience in working in a health environment. Knowledge and experience in DHIS will be an added advantage. At least two years’ experience in Information Management position ideally within government sector. Experience in developing and maintaining Information Systems and databases. Ability to work independently and as part of a team.

Duties: Establish and maintain appropriate systems, analytical tools and information systems. Coordinate the management of the NTSG and HPTD unit information systems and data bases. Adhering to timelines and generating and preparing reports as requested by all stakeholders. Ensure effective capturing of statistics for the NTSG and HPTD unit. Coordinate the collection, analysis and interpretation of data. Verifying correctness of data before submitting to the next level. Ensure timely preparation and presentation of reports for decision makers. Advice and report on performance indicators. Prepare reports develop and maintain information systems, policies, procedures and standards. Conduct Information management user-Awareness and training programs. Supervise and manage ward clerks. Prepare various reports for the hospital and advice management of any trends practices and corrective actions where applicable

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OCCUPATIONAL THERAPIST
Centre: Barberton Hospital
Salary: R281 148 – R321 462 p.a. OSD requirements
Reference No: MPDoH/Oct /17/38

Requirements: An appropriate degree in Health Sciences (Occupational Therapy). Current registration with the Health Professional Council of S.A as an Occupational Therapist. Thorough knowledge and understanding of appropriate Legislation and policies related to Occupational Therapy. Good interpersonal skills
**Duties**: Render an occupational therapy service in allocated area of work that complies with the standards and norms as indicated by Health Policies. Implement sectional and provincial quality assurance measures in own area at work. Implement all aspect of allocated financial management tasks as indicated in sectional guidelines and governmental policies. Participate in the formulation and review of strategic in allocated area of work as required. Participate in continuous professional development of subordinates according to the regulations of the Health Professional Council of South Africa and Government regulations in allocated area of work. Manage allocated human resources, including supervision and performance appraisal, according to the regulations of the Department. Supervise allocated students, preferable only after 6 months in rank, according to the agreement with the tertiary training institution. Contribute to related

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**FOOD SERVICE MANAGER**
Centre: Carolina Hospital
Salary: R226 611 p.a. [Level 7] plus benefits
Reference No: MPDoH/Oct/17/39

**Requirements**: Relevant 3 years tertiary qualification or Grade 12 plus 6 years relevant experience, knowledge of Food Service Management. Valid driver’s license. Operations and basic computer literacy will be recommended. Excellent communication (written and verbal) skills. Prior knowledge of stock and key control required. Good interpersonal, analytical and problem solving skills. Ability to work as a team and independently under pressure. Have effective leadership skills

**Duties**: Manage material resources, manage equipment’s, manage the preparation and serving of food and refreshment, manage stock. Conduct stock taking. Ensure cleanliness in the unit. Compile performance packs and conducting performance reviews of staff. Ensure compliancy to occupational health and safety. Exercise over control in the section. Apply hygienic in food service unit. Planning and coordinate Venues, meetings schedules and services. Developing and implementing of policies in the section, compiling of reports and submit on monthly basis. Supervision in the section.

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**ENROLLED NURSING ASSISTANT**
School Health (32 posts)
Centre: Gert Sibande District (11 Posts): Albert Luthuli (2); Msukaligwa (2); Mkhondo (1); Pixley KaSeme (1); Govan Mbeki (2); Lekwa (2); Dipaliseng (1) Sub-Districts
Nkangala District (12 posts): Emakhazeni (1); Emalahleni (2); Dr. J S Moroka (4); Steve Tshwete (1); Thembisle Hani (4) Sub-Districts.
Ehlanezi District (9 posts): Bushbuckridge (5); Thaba-Chweu (1); Nkomazi (2); Mbombela South (Matsulu) (1) Sub-Districts
Salary: R116 625 – R131 265 p.a. OSD Requirements
Reference no: MPDoH/Oct/17/40
**Requirements:** Registration as an Enrolled Nursing Assistant with SANC. Minimum of years appropriate/recognizable nursing experience after registration with SANC will be an added advantage. Good interpersonal skills. Good understanding of customer care. Communication skills. Basic knowledge of legislation that governs the profession nurses. Basic nursing skills.

**Duties:** Render comprehensive care in the clinic according to scope of practice. Participate in quality improvement program me. Execute the nursing process initiated by the Professional Nurse. Provide support to Professional Nurse in providing quality patient care. Adhere to principles of Batho Pele, Patients’ Rights charter and policies within the statutory laws governing the nursing profession. Work within a team to ensure good Nursing care, work effectively, cooperatively and amicably with persons of diverse cultures, interact, racial and religious backgrounds. Display a concern for patients promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations.

**EMERGENCY CARE OFFICER - GRADE 1 or 3 (2 posts)**
( Depending on HPCSA registration)
Centre: EMS Witbank, EMS Piet Retief
Salary: R126 381 – R144 513 p.a. for BLS (BAC) HPCSA Registration
Salary: R148 878 – R172 779 p.a. for ILS (AEA) HPCSA Registration
Plus normal benefits applicable to the Public Service
Reference No.: MPDoH/October/17/41

**Requirements:** Current registration with the Health Professions Council of South Africa as BAA/AEA. Senior (or equivalent) Certificate. Ambulance Emergency Assistant/Basic Ambulance Assistant course plus appropriate experience. Valid code 10 driver’s licence.

**Duties:** Emergency Patient Care Response at Intermediate Life / Basic Life Support Level. Incident and rescue response subject to medical. Recommendations: Senior (or equivalent) protocol of an Ambulance Emergency Basic Assistant. Report writing. Basic Medical Rescue Certificate. Good communication

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**INDEPENDENT RISK COMMITTEE CHAIRPERSON**
(3 YEARS CONTRACT)
Centre: Provincial Office, Nelspruit

**NB:** Remuneration: Compensation will be in accordance with rates as determined by National Treasury. Schedules in this regard are issued annually with specific hourly or daily rates. All other refundable expenses are based on the Department’s related policies in line with the National Treasury guidelines.
Reference No: MPDoH/Oct /17/42

In terms of Section 38 of the Public Finance Management Act, 1999 (Act 1 of 1999) (the “PFMA”), the Mpumalanga Department of Health requires the services of a qualified and interested person to serve as the Chairperson of its Risk Management Committee. The incumbent will advise the Accounting Officer on Enterprise-wide Risk Management in fulfilling his mandate as required by the PFMA.
**Requirements:** A minimum of a Bachelor’s Degree and a Post-Graduate Degree in Auditing, Risk Management, Law or Business Administration will be an added advantage. The ideal candidate should have 10 to 15 years management experience gained from Strategic Management, Risk Management and/or an Auditing / Financial, Anti-Fraud and Corruption environments, preferably in the public service. Previous experience of serving in the Risk Management Committee and/or Audit Committee will be advantageous. The ideal candidate must be an independent external person, with excellent knowledge of the Risk Management, Corporate Governance, Public Finance Management Act and Treasury Regulations, Enterprise Wide Risk Management (EWRM), COSO model and Public Sector Risk Management Framework.

**Duties:** The primary objective of the Risk Management Committee is to assist the Accounting Officer to discharge of his duties in respect of risk management with an ultimate aim of achieving the Department’s objectives. The incumbent’s duties will be to: Provide oversight on the review and monitoring the implementation of risk management framework, policy, charter and strategy within the Department. Provide guidance on integration of risk management into planning, monitoring and reporting processes. Provide advice/guidance on setting risk appetite and review risk appetite, tolerance levels, and anti-fraud measures. Lead the Committee in conducting its activities in terms of the Public Sector Risk Management Framework, PFMA, Risk Committee Charter and King IV Report on Corporate Governance. Provide proper and timely reports to the Accounting Officer on the state of risk management, together with aspects requiring improvement accompanied by the Committee’s recommendations to address such issues. Perform any other duties of the Risk Management Committee as specified in the terms of reference (Committee Charter).

**TERM OF APPOINTMENT: NB:** Appointment will be made for a period of 3 years, subject to renewal at the discretion of the Department. The Chairperson may not serve more than two terms. This is not a full-time appointment. Risk management Committee has four statutory meetings per annum and additional meetings may be convened by the chairperson as deemed necessary by the Committee or Accounting Officer.

Please send all applications to:

The Head of Department  
Department of Health  
Mpumalanga Province  
Private Bag X 11285  
NELSPRUIT  
1200

ATTENTION: Ms. Dolly Khoza @ (013) 766 3087

Contacts: Ms. M G Mokone @013 766 3340 or Ms. G C Nkosi @013 766 3103
**EHLANZENI DISTRICT POSTS**

N.B: Posts for Reference No.: MPDoH/Oct/17/40 to be posted to:

The District Manager
Ehlazeni District
Private Bag X 11278
NELSPRUIT
1200

OR

Deliver applications to:
66 Anderson Street
NELSPRUIT
1200

N.B.: For attention for: Mr. ISAAC ZITHA – 013 7555100

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**NKANGALA DISTRICT POSTS**

N.B: Posts for Reference No.: MPDoH/Oct/17/40 to be posted to:

The District Manager
Nkangala District
Private Bag X 9028
ERMELO
2350

OR

Deliver applications to:
Piet Kornhoff Building
Ermelo
2350

N.B.: For attention for: Mrs. NTOMBI SIKHOSANA – 013 658 1000

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**FOR GERT SIBANDE DISTRICT**

N.B: Posts for Reference No.: MPDoH/Oct/17/40 to be posted to:

The District Manager
Gert Sibande District
Private Bag X 9028
ERMELO
2350

OR

Deliver applications to:
39 Jan Van Rebeeck Street
Ermelo
2350
N.B. REQUIREMENTS & DUTIES WILL BE AVAILABLE AT DEPARTMENTAL WEB-SITE: [WWW.MPUHEALTH.GOV.ZA](http://WWW.MPUHEALTH.GOV.ZA)

CLOSING DATE FOR ALL POSTS: Friday, 27 October 2017 (at 14h00 sharp) all applications received after the closing date and time will NOT be entertained.

Apply as early as possible to avoid disappointments, please.

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.

(People with disabilities are requested to apply and indicate such in their application forms)

Application forms should be submitted on Z83 form obtainable from any public services.

Department and should be accompanied by recently certified copies of qualifications (preferably within 3 months), ID/passport and curriculum vitae. Please quote the CORRECT references on your form and where possible the station/Centre where the post is.

PLEASE NOTE: 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.

In line with the vetting strategy of the Public Service, personal details of applicants will be verified during the selection process.