Applications must be delivered to the Provincial Office, Nelspruit.
All applications should be directed to:

The Head of Department
Provincial Office
Department of Health
Private Bag X 11285
MBOMBELA
1200

OR

Hand delivered to:
No 3 Government Boulevard
Riverside Mbombela
1200

For attention: Ms D Khoza

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representatively 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 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 3 months.

In line with the vetting strategy of the Public Service, personal details of applicants will be verified during the selection should be submitted on Z83 form obtainable from any public services department and should be accompanied by certified copies of qualifications, ID/passport and curriculum vitae. Please quote the references on your form and where possible the station/centre where the post is.

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.
CLOSING DATE: FRIDAY, 13 JULY 2018 (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.

POST: MEDICAL SPECIALIST (OBSTETRICS & GYNAECOLOGY)
REF NO.: MPDOH/June/18/48
SALARY: R1 051 368 – R1 115 874 p.a. (All Inclusive Salary Package) Plus Commuted Overtime (OSD Requirements)
CENTRE: Witbank Hospital
REQUIREMENTS: MBCHB degree, Grade 12 certificate plus registration with the HPCSA as a Medical Specialist PLUS current registration certificate as a Medical Specialist with HPCSA (2018/2019). Knowledge, skills, training and competencies required: Clinical knowledge, competencies and skills in Obstetrics and Gynaecology department, sound knowledge of medical ethics, good communication skills, leadership and decision making qualities, ability to diagnose and manage common medical problems, knowledge of current Health and Public Service legislation, regulations and policies, concern for excellence. Attach the service certificate of previous experience.

DUTIES: Provide obstetrics and gynaecology services in designation area of responsibility within the accepted guidelines and protocols, provide support for the HOD in O&G in the management of the department, including human and financial resources, perform, interpret and report obstetrics and gynaecology procedures and studies, active participation in continuing medical education programs, participate in the Quality Improvement program in the department, participate in the clinical audit activities within the department, maintain clinical, professional and ethical standards related to obstetrics and gynaecology services rendered, actively participate in the academic under and post graduate teaching in the O&G training program (including clinical teaching). Perform and supervise operational research activities in O&G, perform overtime as required in the Department, perform outreach as required by the Department.

POST: MEDICAL SPECIALIST GRADE 1: OPHTHALMOLOGY
REF NO.: MPDOH/June/18/49
SALARY: R1 051 368 – R1 115 874 p.a. (All Inclusive Salary Package) Plus Commuted Overtime (OSD Requirements)
CENTRE: Witbank Hospital
REQUIREMENTS: MBCHB degree, Grade 12 certificate plus registration with the HPCSA as a Medical Specialist PLUS current registration certificate as a Medical Specialist in Ophthalmology with HPCSA (2017/2018). Knowledge, skills, training and competencies required: Clinical knowledge, competencies and skills in Ophthalmology, sound knowledge of medical ethics, good communication skills, Problem solving skills, leadership and decision making qualities, knowledge of current Health and Public Service legislation, regulations and policies, concern for excellence. Attach the service certificate of previous experience. Recommendations: ACLS, ATLS, APLS, relevant experience. Candidates must have passed FCP Final examination.
**DUTIES:** To perform surgical procedures, such as keyhole surgery and laser surgery, as well as managing emergency eye clinics, outpatient clinics or other specialist eye clinics. Clinical service delivery, medical administration and management, teaching, training and research. The candidate will also have to participate in outreach activities and commuted overtime. Maintain quality assurance standards.

**POST:** DENTIST GRADE 1 - 2
**REF NO.:** MPDOH/June/18/50
**SALARY:** R757 707 – 975 945 p.a. (All Inclusive Salary Package) (OSD Requirements)
**CENTRE:** Witbank Hospital
**REQUIREMENTS:** Appropriate qualification that allows registration with HPCSA as Dentist. Registration with HPCSA as Dentist. Matric certificate. Completion of one (1) year Community Service. Current registration with HPCSA. Excellent written and verbal communication skills. A valid driver’s license. Grade 1: Experience none after registration with HPCSA as Dentist. Grade 2: A minimum of 7 years appropriate experience as Dentist after registration with HPCSA as Dentist. Grade

**DUTIES:** Provide dental services to patients. Manage staff and provide training. Adopt the principles of the Primary Health Care approach. Ensure effective service delivery in line with the Batho Pele Principles. Ensure adherence to professional medical standards. Establish outreach programmes. These doctors also need to understand the use of dental equipment and know how to supervise hygienists, assistants, technicians and receptionists.

**POST:** PHARMACIST Grade 1 - 2
**REF NO.:** MPDOH/June/18/51
**SALARY:** R655 980 – R757 707 p.a. (All-inclusive salary package) (OSD Requirements)
**CENTRE:** Witbank Hospital
**REQUIREMENTS:** Basic qualifications accredited with the S.A Pharmacy council (SAPC) that allows registration with the SAPC and Grade 12. Proof of current registration with the S.A. Pharmacy council as a Pharmacist. Experience in Government will be an added advantage and must have a procurement background. Driver’s licence is essential. Less than five (05) years appropriate experience after registration as pharmacist with SAPC. Grade 2: Minimum of five (05) years but less than thirteen (13) years appropriate experience after registration as pharmacist with SAPC. Experience in government will be an added advantage and must have a procurement background.

**DUTIES:** Key Performances Areas. Placing of orders on an electronic ordering system (Rx Solution). Provision of weekly reports on purchases. Monitoring of supplier performance in relation to memorandum of understanding with all stake holders. Monitoring of all procurement activities and provide advice and feed back to all clients. Monitor commitments and expenditure trends. Keep record of budget versus expenditure and provide advice on over or under spending. Provide advice on procurement options to assist in running an efficient and effective business model in line with the Pharmaceutical and financial policy of the department. Participate in the Hospital Pharmaceutics and Therapeutics committee and the committee for Antimicrobial Stewardship.
Perform any other duties delegated by management. Provide high quality pharmaceutical services to patients and health professionals with all applicable legislations. Manage the control and distribution of medication to clinics, in patients and out patients. Engage in effective communication to ensure that quality of service is rendered. Exercise control over expenditure by ensuring non- wastage of pharmaceutical and other resources.

**POST:** ASSISTANT MANAGER NURSING (Specialty – Advanced Midwifery & Neonatology)

**REF NO.:** MPDOH/June/18/52

**SALARY:** R581 826 – R654 840 p.a. plus benefits (OSD Requirements)

**CENTRE:** Witbank Hospital

**REQUIREMENTS:**
- Grade 12 certificate. Basic R425 qualification (Degree/Diploma in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable specialty in this field (Maternity). At least a minimum of 6 years recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at managerial level. Ability to manage Maternity & Neonatology. Computer literacy and have excellent supervisory skills and perform routine task. Nursing Administration and nursing education qualifications Driver’s license will be an added advantage. Attach copies of your service certificate for previous experience.

**DUTIES:**
- Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the hospital. Ensure the implementation of the Patient’s Rights Charter as well as Batho Pele Principles. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious

**POST:** OPERATIONAL MANAGER - Night Supervisor

**REF NO.:** MPDOH/June/18/53

**SALARY:** R420 318 – R473 067 p.a. (Depending on the years of experience plus benefits)

**CENTRE:** Witbank Hospital

**REQUIREMENTS:**
- Registration with SANC as a Professional Nurse. Recent SANC receipt (2018). Diploma / Degree in Nursing Administration and Grade 12 Certificate. A minimum of (9) nine years of appropriate/recognisable experience in nursing after registration as a professional nurse of which (3) three years must be at management level. Submission of certified copies of certificates of serve will be highly recommended.

**DUTIES:**
- Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of a nursing care plan and the evaluation thereof. Provide relevant health information to patients in achieving optimal health care.
Develop and maintain working relationships 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, standards and procedures. Manage and monitor utilisation of human, financial and physical resources.

**POST:** OPERATIONAL MANAGER (Specialty: Trauma and Emergency)

**REF NO.:** MPDOH/June/18/54

**SALARY:** R532 449 - R599 274 p.a. plus benefits OSD Requirements

**CENTRE:** Witbank Hospital

**REQUIREMENTS:**
Grade 12 certificate. Basic R425 qualification (Degree/Diploma in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in general nursing. At least a minimum of 5 years recognizable experience specialty in this field (Trauma and Emergency Nursing) after obtaining the 1 year post basic qualification in the relevant specialty. Ability to manage Trauma and Emergency. Computer literacy and have excellent supervisory skills and perform routine task. Nursing Administration, Nursing Education Qualifications Driver’s license will be an added advantage. Attach copies of your service certificate for previous experience.

**DUTIES:**
Provide a comprehensive health care service in the health unit to ensure that nursing care is rendered in accordance with the laws and regulations. Client orientation and customer focus, personnel management, change management. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how it impact on service deliver. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

**POST:** PROFESSIONAL NURSE SPECIALITY GRADE 1 - 2 (PAEDIATRICS AND ICU) (2 POSTS)

**REF NO.:** MPDOH/June/18/55

**SALARY:** R362 559 – R420 318 p.a. (OSD Requirements)

**CENTRE:** Witbank Hospital

**REQUIREMENTS:**
Basic R425 qualification (i.e. Degree /Diploma 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 R212 in Intensive Care Unit and Neonatology. Current registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.

**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 relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required.
Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho Pele).

**POST:** SENIOR TRAINING OFFICER HRD  
**REF NO.:** MPDOH/June/18/56  
**SALARY:** R299 709 p.a. (Level 8) plus benefits.  
**CENTRE:** Witbank Hospital  
**REQUIREMENTS:** National Diploma/Degree in HRD or equivalent qualification plus 6 years' experience in HRD/Training. Ability to meet deadlines. Excellent written and verbal communication skills. Good presentation and facilitation skills, computer skills, good interpersonal relations. Management of skills, report writing skills, understanding and interpretation of Acts and policies.  
**DUTIES:** Facilitate trainings in the institution, e.g. ABET, Leanership and other programmes. Facilitate bursaries and study leaves, facilitate orientation/induction programmes. Comply with Employment Equity Plan. Compile skills audit report; maintain training database, control and monitor training equipment, manage Performance Management and Development System (PMDS).  
**ENQUIRIES:** Ms G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)

**POST:** ADMINISTRATIVE OFFICER: PATIENT ADMISSIONS  
**REF NO.:** MPDOH/June/18/57  
**SALARY:** R242 475 p.a. (Level 7) plus benefits  
**CENTRE:** Witbank Hospital  
**REQUIREMENTS:** Grade 12 Certificate/STD 10 or NQF Level 4 or National Qualification Vocational. More than 10 year's relevant experience in Patient Administration. Knowledge of administration procedures relating to Patient Admin including norms and standards, planning and organizing, Reporting procedures and procurement directives and procedures. Knowledge of computer. Good written and verbal communication skills. Good interpersonal relations and the ability to work independently and under pressure. Computer literate. Sound knowledge of patient’s fee and relevant Acts, Regulations, Policies, Rules and other applicable regulations. Knowledge of PEIS, PPPFM and UPFS. Valid Code EB driver's license.  
**DUTIES:** Render supervision of administrative support on 24-hour shift system. Administrative Officer must ensure that shift workers perform their duties according to the prescribed financial regulation. Manage cash flow. To ensure that the PEIS system is used correctly and if they make mistakes, this person must override the system to correct the mistake. Prepare 24 hour shift rosters. Control overtime, standby and Sunday time claims. Control porter and mortuary services. Control transportation of corpses. Assist with tender procedures for transportation of corpses. Handle patient administration. Handle enquiries relating to patients, porters and mortuary services. Proper keeping of records. Control and assist with all Telephone requests, creating Speed dial and pin numbers on Telkom System, report all defaults to Telkom on daily basis, control and manage Ward Clerks, Assess all staff on PMDS.
ENQUIRIES: Ms G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)

POST: STAFF NURSE GRADE1: 2 posts (Replacement)
REF NO.: MPDOH/June/18/58
SALARY: R161 376 – R181 620 p.a. (OSD Requirements)
(Center: Witbank Hospital)
(Depending on the years of experience plus benefits)

REQUIREMENTS: Grade 12 certificate. Certificate of enrolment as a Staff Nurse. Current registration with the South African Nursing Council (SANC). Basic knowledge of the laws that govern the professional Basic Nursing skills. Previous experience should be confirmed by submission of certified copies of certificates of service.

DUTIES: Implement quality nursing care within the scope of practice for Enrolled Nurse. Render support to nursing Professionals. Efficiently use stock and equipment. Adhere to Batho Pele Principles and Patient’s Rights Charter. Communicate effectively with patients, supervisors and other clinicians.

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