PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH

ROB FERREIRA HOSPITAL

POST: HEAD OF CLINICAL UNIT - CARDIOLOGY
Centre: Rob Ferreira Hospital
Salary: R1 728 807 – R1 834 890 per annum (OSD) (All-inclusive Salary package) (commuted overtime is compulsory) depending on years’ experience.

REFERENCE NO.: MPDoH/April/19/01

REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Cardiothoracic Surgery. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Cardiothoracic Surgery. Experience: A minimum of 3 years’ appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Cardiothoracic Surgery. Competencies (knowledge/skills): Extensive experience as primary surgeon in all core operations in the field of Paediatric and Congenital Cardiothoracic Surgery. Post-specialist qualification experience in all modern aspects of Paediatric Cardiothoracic Surgery. Experience in an academic environment, with experience in service management and human resources management; financial management; teaching of under- and post-graduate students with curriculum development; research experience (coupled with extensive academic publications record) and leadership ability. Ability to source funding for research and for new projects. Capability as a leader by example in the clinical environment and able to manage people having good interpersonal skills. Competence in training junior surgeons and mentoring their academic careers. Ability to develop staff of quality and provide leadership with regards to issues of diversity, transformation and equity.

DUTIES: The person appointed to this position will assume responsibility as "Head of Clinical Unit" for: Manage all Paediatric Clinical Services of the Division of Cardiothoracic Surgery in collaboration with the Head of Division. Provide leadership by actively participating in the clinical services of the Division including clinical governance, human resource management and financial management.
Perform, or assist and train more junior staff in all paediatric cardiothoracic surgery procedures. Ensure the rational and cost-effective use of resources (including laboratory investigations, medication, consumables and equipment). Liaise with hospital administration and allied clinical departments (Paediatric Cardiology, Anaesthesia, Paediatric Critical Care, and other allied Divisions in Paediatrics) to provide appropriate management of patients to ensure optimal patient outcomes. Conduct and supervise clinical research in conjunction with the Head of Division.

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POST: HEAD OF CLINICAL UNIT - RADIOLOGY
Centre: Rob Ferreira Hospital
Salary: R1 728 807 – R1 834 890 per annum (OSD) (All-inclusive Salary package) (commuted overtime is compulsory) depending on years’ experience.

REFERENCE NO.: MPDoH/April/19/02

REQUIREMENTS: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology, Current registration with the Health Professions Council of South Africa as a Medical Specialist in Radiology, A minimum of 3 years’ appropriate working experience as a Medical Specialist in Radiology after registration with the HPCSA as a Medical Specialist in Radiology. Proof of working experience endorsed by Human Resource Department or relevant employer.

DUTIES: Provide specialist care to patients requiring services within your specific domain, Provide after-hours coverage in Radiology and ensure continuous clinical support to Junior staff, Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities, Provide expect advice and clinical support to district/regional level hospitals referring to Hospital, Provide outreach to surrounding District Hospitals that refers patients to other Hospitals. Active participation in quality improvement programmes including clinical audits and continuous professional development activities in Hospitals and Region 4, Assist with the setting of protocols for management of patients, equipment and other relevant procedures Ensure equipment is maintained and functional at all times. Attend to Administrative matters as pertains to the unit. Manage/supervise allocated human resources, Attend to meeting and workshops as directed. Comply with all legal Prescripts Act, legislative, Policies, Circular. Procedure, guidelines and code of conduct for the public service Adhere to correct channels of communication as per hospital organogram. Maintain clinical, and ethical standards.
POST: HEAD OF CLINICAL UNIT - ANAESTHESIOLOGY
Centre: Rob Ferreira Hospital
Salary: R1 728 807 – R1 834 890 per annum (OSD) (All-inclusive Salary package) (commuted overtime is compulsory) depending on years’ experience.

REFERENCE NO.: MPDoH/April/19/03

REQUIREMENTS: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesia, Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesia. A minimum of 3 years’ appropriate experience as a Medical Specialist in Anaesthesia after registration with the HPCSA as a Medical Specialist in Anaesthesia.

DUTIES: Clinical: Overall in-charge of Anaesthesia department. Co-ordinate and supervise clinical care and treatment of patients in Anaesthetisia department. Participation in commuted overtime. Participation in Anaesthesia teaching of clinician. Administrate and coordinate all Anaesthesia activities. Construct rosters for the provision of 24-hour medical care. Assist with Clinical governance and quality assurance according to National Core Standards within the Anaesthesia department. Advance protocol development, policy implementation, and norms and standards for Anaesthesia department. Conduct research and clinical audits including adverse events reporting. Evaluate staff performance according to the hospital's PMDS processes. Co-operation and liaison with other departments within the hospital. Conflict management. Participation in management committees of Rob Ferreira Hospital. Cost containment within Anaesthesia department in accordance with the hospital's cost saving plan. Spearhead projects in accordance with the operational plan of the Clinical Services Management unit. Management of Other Remunerative Work (ORW) for self and other clinical staff. Performance of research within the department. Develop and enhance training and development of healthcare workers in Anaesthesia department. Training and supervision of Medical Officers and Medical Interns and Medical Students. Provide medical support and guidance to Nursing and Anaesthesia staff. Good interpersonal skills.

General management skills, excellent communication skills, good professional judgment, integrity and professional dependability, leadership experience, coaching and mentoring experience of clinical staff.
POST: HEAD: CLINICAL UNIT GR 1: OTORHINOLARYNGOLOGY (ENT)
Centre: Rob Ferreira Hospital
Salary: R1 728 807 – R1 834 890 per annum (OSD) (All-inclusive Salary package) (commuted overtime is compulsory) depending on years’ experience.

REFERENCE NO.: MPDoH/April/19/04

REQUIREMENTS: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in otorhinolaryngology. Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in otorhinolaryngology. A minimum of 3 years’ appropriate experience as a Medical Specialist in otorhinolaryngology after registration with the HPCSA as a Medical Specialist in otorhinolaryngology, Proof of working experience endorsed by Human Resource Department or relevant Employer, Understanding of basic HR matters including Labour Relations, Control of budget, monitoring expenditure and project management; Knowledge of legislative prescripts governing the public service, Managerial and computer skills.

DUTIES: Responsible for the management of ENT unit including day to day running of services, administration and support services as to achieve optimal patient care within defined levels of institutional responsibility. Be part of a team that ensures efficient management and equitable distribution of all resources in the District ENT Complex and Drainage areas. Effective utilisation and training of staff; maintenance of discipline, promotion of sound labour relations and the appropriate use and care of equipment in the facility. Provide leadership to ensure the achievement of priorities and output of the strategic plan and health transformation including development and implementation of continuous quality assurance programmes, implementing and coordinating community care and outreach programmes. Ensure procedures for safe keeping of sound records, documents, assets and information. Will also be responsible for academic and/or creative teaching and leadership; circulation and development of undergraduate and postgraduate courses, managing academic and support staff and developing/supervising research and/or creative projects. Strengthen clinical governance.

Manage the performance of allocated human resources. Ensure that the environment complies with Health and Safety Act, staff adheres to the safety precautions and that staff is maintained to attain optimal productivity. Formulate and manage protocols in accordance with Department of Health policies that will have a positive impact on staff and ensure that staff is aware of these.
Provide measures and guidance on quality assurance to comply with set quality standards.

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**POST:** HEAD OF CLINICAL UNIT – INTERNAL MEDICINE  
**Centre:** Rob Ferreira Hospital  
**Salary:** R1 728 807 – R1 834 890 per annum (OSD) (All-inclusive Salary package) (commuted overtime is compulsory) depending on years’ experience.  
**REFERENCE NO.:** MPDoH/April/19/05  

**REQUIREMENTS:** Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Current registration with the Health Professions Council of South Africa as a Medical Specialist. A minimum of 3 years’ appropriate working experience as a Medical Specialist in Internal Medicine after registration with the HPCSA as a Medical Specialist in Internal Medicine. Proof of working experience endorsed by Human Resource Department or relevant Employer. Understanding of basic HR matters including Labour Relations, Control of budget, monitoring expenditure and project management. Knowledge of legislative prescripts governing the public service, Managerial and computer skills.  

**DUTIES:** Deputize the Head Clinical Department of Internal Medical Unit. Participate in the co-ordination of Internal Medical services for the discipline within districts to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region 4 and also to provide Clinicians with expert advice and opinion to aid, management and treatment of patients. Participate in the provision of vision, strategic direction and inspire employees to deliver excellent, quality health services. Plan and partake in the training of staff including Registrars, Medical Officers, Community Service Officers, Interns and undergraduate Medical Students and also support relevant clinical research, clinical trials and CPD activities. Strengthen clinical governance. Participate in formulation and management of protocols in accordance with Department policies that will have a positive impact on staff and ensure that staff is aware and comply with guidelines and procedures. Provide measures and guidance on quality assurance to comply with set quality standards. Manage the performance and supervisee allocated human resources. Ensure that the environment complies with Health and Safety Act and that staff adhere to the safety precautions and that staff is maintained to attain optimal productivity. Ensure equipment is maintained and
functional at all times. Render effective administrative support. Provide after-hours coverage and ensure continuous clinical support to junior staff. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

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POST: HEAD OF CLINICAL UNIT – MAXILLO-FACIAL SURGERY
Centre: Rob Ferreira Hospital
Salary: R1 728 807 – R1 834 890 per annum (OSD) (All-inclusive Salary package) (commuted overtime is compulsory) depending on years’ experience.

REFERENCE NO.: MPDoH/April/19/06

REQUIREMENTS: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Maxillofacial surgery. Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in internal medicine. A minimum of 3 years’ appropriate experience as a Medical Specialist in Maxillo-facial surgery after registration with the HPCSA as a Medical Specialist in Maxillo-facial surgery

DUTIES: Clinical: Overall in-charge of internal medicine department. Coordinate and supervise clinical care and treatment of patients in maxillo-facial surgery department. Participation in commuted overtime. Participation in maxillo-facial surgery teaching of clinician. Administrate and coordinate all internal medicine activities. Construct rosters for the provision of 24-hour medical care. Assist with Clinical governance and quality assurance according to National Core Standards within the internal medicine department. Advance protocol development, policy implementation, and norms and standards for internal medicine department. Conduct research and clinical audits including adverse events reporting. Evaluate staff performance according to the hospital's PMDS processes. Cooperation and liaison with other departments within the hospital. Conflict management. Participation in management committees of Rob Ferreira Hospital.

Cost containment within internal medicine department in accordance with the hospital's cost saving plan. Spearhead projects in accordance with the operational plan of the Clinical Services Management unit. Management of Remunerative Work Outside the Public Service for self and other clinical staff. Performance of research within the department. Develop and
enhance training and development of healthcare workers in internal medicine department. Training and supervision of Medical Officers and Medical Interns and Medical Students. Provide medical support and guidance to Nursing and internal medicine staff. Good interpersonal skills, general management skills, excellent communication skills, good professional judgment, integrity and professional dependability, leadership experience, coaching and mentoring experience of clinical staff.

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POST: HEAD OF CLINICAL UNIT – NEPHROLOGY
Centre: Rob Ferreira Hospital
Salary: R1 728 807 – R1 834 890 per annum (OSD) (All-inclusive Salary package) (commuted overtime is compulsory) depending on years’ experience.
REFERENCE NO.: MPDoH/April/19/07

REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Nephrology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Nephrology. Experience: A minimum of 3 years’ appropriate experience as a Medical Specialist after 146 registration with the HPCSA as Medical Specialist in Nephrology. Competencies (knowledge/skills): Sound knowledge of renal medicine and hypertension. Relevant statutory frameworks, including Healthcare 2030, Best Practice Criteria, National Core Standards, EDL, Standard Treatment Guidelines. Clinical service delivery in the renal and hypertension clinics and medical wards. Administrative, clinical and financial management of the Endocrine division.

DUTIES: Render an efficient and cost-effective service to patients. Ensure the rational use of resources (including laboratory investigations, medication, consumables and equipment). Deliver effective and efficient administration of the Division of Nephrology and Hypertension. Plan and partake in the training of staff including registrars, medical officers, community service MO’s, interns and UCT medical students. Conduct and supervise research.

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POST: HEAD OF CLINICAL UNIT – ONCOLOGY
Centre: Rob Ferreira Hospital
Salary: R1 728 807 – R1 834 890 per annum (OSD) (All-inclusive Salary package) (commuted overtime is compulsory) depending on years’ experience.
REFERENCE NO.: MPDoH/April/19/07
**REQUIREMENTS:** MBCHB Degree Plus, Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Appropriate clinical experience depending on the grade for which you are applying. Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Recommendation: Post community service experience in Obstetrics and Gynaecology will be an added advantage. Knowledge, Skills, Training and Competence: Sound knowledge of general medicine and in the discipline of Obstetrics and Gynaecology. Ability to deal with medical and obstetrical/gynaecology emergencies. Sound knowledge of the PMTCT programme as determined by national guidelines and policies. Sound knowledge of medical ethics. Sound knowledge of legislation relating to the practice of Obstetrics and Gynaecology in South African, such as the Health Act, the Choice of Termination of Pregnancy Act, the Children’s Act etc. Ability to perform termination of pregnancy will be an added advantage. Good communication, team building and motivation skills. Basic computer literacy.

**DUTIES:** Key Performance Areas: To provide holistic medical care to patients seeking medical attention at the institutions. To be able to assess, manage and follow up patients according to departmental policies. To ensure the provision of safe, ethical and high quality medical care. To be able to contribute to the realization of the departmental strategic goals. Manage medical and obstetrical/gynaecological emergencies. To participate in after-hours medical service as per call roster, this is essential. To participate in Monitoring & Evaluation programme with relation to patient care delivery. Assist with the supervision and support of Junior medical officers, CSOs and interns in the department. Provide Outreach assistance as may be required under the supervision of the Metropolitan Head of Obstetrics and Gynaecology. Impart surgical skills to Medical Officers and interns in the Department. Accept responsibility for continuous professional development to keep up to date with new developments in the field of Obstetrics and Gynaecology. Participate in the departmental academic programmes and meetings.

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**POST:** HEAD OF CLINICAL UNIT – RADIOLOGY
Centre: Rob Ferreira Hospital
Salary: R1 728 807 – R1 834 890 per annum (OSD) (All-inclusive)
Salary package) (commuted overtime is compulsory) depending on years’ experience.

REFERENCE NO.: MPDoH/April/19/08

REQUIREMENTS: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology, Current registration with the Health Professions Council of South Africa as a Medical Specialist in Radiology. A minimum of 1 year’s appropriate working experience as a Medical Specialist in Radiology after registration with the HPCSA as a Medical Specialist in Radiology. Proof of working experience endorsed by Human Resource Department or relevant employer.

DUTIES: Provide specialist care to patients requiring services within your specific domain, Provide after-hours coverage in Radiology and ensure continuous clinical support to Junior staff, Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities, Provide expect advice and clinical support to district / regional level hospitals referring to Hospital, Provide outreach to surrounding District Hospital that refers patients to Hospital. Active participation in quality improvement programmes including clinical audits and continuous professional development activities in the Hospital. Assist with the setting of protocols for management of patients, equipment and other relevant procedures Ensure equipment is maintained and functional at all times. Attend to Administrative matters as pertains to the unit. Manage/supervise allocated human resources, Attend to meeting and workshops as directed. Comply with all legal Prescripts Act, legislative, Policies, Circular. Procedure, guidelines and code of conduct for the public service Adhere to correct channels of communication as per hospital organogram. Maintain clinical, and ethical standards.

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POST: MEDICAL SPECIALIST - PAEDIATRICIAN
Centre: Rob Ferreira Hospital
Salary: R1 089 693 – R1 362 366 per annum (OSD) (All-inclusive Salary package) (commuted overtime is compulsory) depending on years’ experience.

REFERENCE NO.: MPDoH/April/19/10
REQUIREMENTS: MBCHB OR equivalent qualification Plus FC Paeds (SA) OR equivalent Plus Subspeciality Certificate in Neonatology Plus Current Registration with Health Professions Council of South Africa as a Neonatologist PLUS 3 years’ experience working as a Neonatologist after the time when applicant became registerable with HPCSA. Recommendation: Prior experience in the public service will be an advantage. Knowledge, Skills, Training and Competency Required: Human resource management; Program planning, implementation and evaluation, Information management; Quality assurance programmes. Specialist medical knowledge, skills & competence in paediatrics and child health. Sub-specialist medical knowledge, skills & competence in neonatology. Current health and public service legislation, regulations and policy. Medical ethics, epidemiology, research and statistics. Medical education training and experience (an advantage). Research publications, research knowledge, skills & competence (an advantage).

DUTIES: Key Performance Areas: (Will cover clinical skills, performance, training, research and supervision & support). (Will cover clinical skills, performance, training, research and supervision & support). Participate in the provision of clinical neonatal services as part of a team in the hospital. Participate in after-hours specialist in the hospital. Participate in specialist neonatal and multidisciplinary clinics. Facilitate the development of neonatal services in all hospitals in the Province catchment area. Participate in the departmental Outreach program for the development, delivery, supervision and support of paediatric and neonatal services in the hospital catchment area. Ensure appropriate standards of care and oversee quality improvement programmes within the department. Participate in the training and development of undergraduate, vocational and postgraduate students and staff. Participate in the departmental academic and training programme/s, Assist with the administration of a component of the paediatric department. Undertake appropriate clinical research and support the research efforts of junior staff

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POST: MEDICAL OFFICER GRADE 2 (2 POSTS)
Centre: Rob Ferreira Hospital
Salary: R938 954 - R1 026 693 per annum (OSD). All-inclusive Salary package) (commuted overtime is compulsory) depending on years’ experience Plus rural allowance

REFERENCE NO.: MPDoH/April/19/11

REQUIREMENTS: MBCHB degree or equivalent qualification from a recognized

**DUTIES:**


POST: **ONCOLOGY PHARMACIST**

Centre: Rob Ferreira Hospital

Salary: R897 936 – R953 040 per annum (OSD) (all-inclusive Package) (Depending on the years of experience in terms of relevant OSD)

**REFERENCE NO.: MPDoH/April/19/12**

**REQUIREMENTS:** Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC. Registration with the SAPC as Pharmacist and proof of current registration. Experience in Oncology/chemotherapy

**DUTIES:** The provision of oncology pharmaceutical care by taking responsibility for the patient’s medicine-related needs and being accountable for meeting these needs, which will include but not limited to: Evaluation of the oncology patient medicine-related needs by determining the indication, safety and effectiveness of the therapy, Dispensing of any oncology medicine or scheduled substance on a prescription of a person authorised to prescribe medicine, Furnishing of information and advice to any person with
regards to the use of the medicine, Determining the compliance with the oncology therapy and follow up to ensure that the patient’s medicine-related needs are being met. Comply with standard operating procedures and statutory regulations (GPP, GMP, and PFMA incl. cost containment measures). Provide comprehensive oncology patient counselling, and liaise with medical / nursing staff on patient problems regarding inappropriate handling and use of medication. Monitor treatment outcomes, recording scheduled substances in register, monitoring adherence and appropriate use of chronic. Ensure thermo-labile (fridge) products are stored and handled according to manufacturer’s recommendations. Consulting medical officers to ensure compliance of standard treatment guidelines and EML. Providing in-service training, promoting the rational medicine use principles, monitoring availability of essential medicines, compounding medicines according to formulae. Compliance to Oncology SOP’s. Supervising oncology pharmacist assistants on dispensing activities. Placing orders and follow-up on back orders, supervising pharmacy assistants on stock orders, receiving, handling and storage procedures. Promote Public health, Conduct cyclic and bi-annual stock counts. Comply with six quality priorities and Batho Pele Principles. Ensure safekeeping and security of stock, preventing losses, theft and expiring stock. Deputize for the supervising pharmacist. Be available for on call after hours. Perform any other duty within scope of practice, PMDS and conflict resolution. Ensure that section 21 of medicine procedures are followed properly by health professionals and the schedule 6 drug register is balanced after every issue and quarterly as per the prescription of the law. Be involved with continuous improvement projects to address service delivery challenges. Compliance to Ideal hospital framework and the National Core standards for health establishment as applicable to pharmacy.

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POST: OPERATIONAL MANAGER (SPECIALTY – ONCOLOGY)
Centre: Rob Ferreira Hospital
Salary: R562 800 – R633 432 per annum (OSD) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements)
REFERENCE NO.: MPDoH/April/19/13
**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\recognized 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 recourses. 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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**POST:** PROFESSIONAL NURSE – PNB1 (SPECIALTY – ONCOLOGY) 3 POSTS

Centre: Rob Ferreira Hospital
Salary: R383 226 – R444 276 per annum (OSD) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements)

REFERENCE NO.: MPDoH/April/19/14

**REQUIREMENTS:** STD 10 Certificate, Degree / Diploma in General nursing plus 1
year post basic qualification in Primary Health Care. Current registration with SANC (2019 Receipt). Experience: A minimum of 4 years appropriate / recognizable experience in nursing, after registration as a Professional Nurse with SANC in General Nursing. NB: Proof of work experience and/or certificates of service. Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients’ Rights Charter, Labour Relations Act, Grievance procedures, etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge. Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs.

DUTIES: Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and the community. Provide administrative services such as providing accurate statistics for evaluation and future planning. Identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Promote scientific quality nursing care by functioning as a therapeutic team, coordinating between CHC and community and preventing medico-legal hazards. Ensure proper utilization and management of resources. Encourage research by assisting in departmental projects and always ensuring that the community needs, are taken into account. Ability to handle obstetric and emergencies and high risk conditions. Ensure participation in National Core Standards and also Ideal Clinic realization. Assist the unit manager with overall management and necessary support for effective functioning in the facility. Participate in clinical records audits and monitor priority programs. Advocate for Nursing Professionalism and Ethics.

POST: OPERATIONAL MANAGER – PNB3 (2 POSTS) (ORTHOPAEDIC MALE WARD, NEURO WARD) Centre: Rob Ferreira Hospital Salary: R562 800 – R633 432 per annum (OSD) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements)
REFERENCE NO.: MPDoH/April/19/15
REQUIREMENTS: Senior certificate (grade 12). Degree/ Diploma in General
Nursing and midwifery, Proof of registration with SANC (2019 receipt). A minimum of 7 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. Proof of working experience stamped and endorsed by HR Department. Recommendations: Certificate in Infection Prevention and Control, Valid driver’s license.

Knowledge, Skill And Abilities: Good communication, leadership and interpersonal skills, Ability to work in a Team, Knowledge of all relevant prescripts, Provincial Health Act 2000, the Nursing Act, Occupational Health and Safety Act. Knowledge of the Patient Right Charter, Batho Pele Principles, Labour Relations Act, Disciplinary Code, Procedure, Grievance Procedure and Public Service Regulations etc.

DUTIES:

To manage and provide an efficient and effective infection control service in collaboration with other units to ensure optimal health status and holistic patients care. To provide support to the hospital management team to meet the patient/client needs and enable to Co-ordination of services thereby ensuring that the objectives of the institution are met. To provide infection control guidelines that protect employees from occupational risks and hazards and to make sure that an infection free environment is created and maintained within the institution. To manage the infection control committee ensuring that infection control staff is knowledgeable on all current infection control matters and that they provide information advice and education to hospital personnel. To ensure that written policies and procedures for activities of the infection control services are in line with current standards of practice, regulations, and objectives of the services. To ensure that a service delivery improvement plan is implemented, maintained and monitored by the committee. Ensure the implantation of Programs related to IPC. To ensure compliance to National Core Standards. To function with infection control guidelines to ensure optimal level of client safety and protect employees from occupational risks hazards. To promote an infection free environment within a multidisciplinary team. Continuous monitoring of clinical areas to ensure compliance to IPC guidelines and process. To provide guidance to all clinical areas to meet the patient need and co-ordination infection control services. To develop and implement a written plan that addresses the need of the department and must be aligned to infection control policy. To prevent, recognize and isolate outbreaks of infectious disease in healthcare settings. Ensure ongoing staff development in areas of IPC.

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POST: ASSISTANT DIRECTOR: RADIOGRAPHY: GRADE 1
Centre: Rob Ferreira Hospital
Salary: R517 326 R574 158 per annum (OSD) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements)

REFERENCE NO.: MPDoH/April/19/16

REQUIREMENTS: An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer. (Independent practice) A minimum of three (3) years current and appropriate experience in Diagnostic Radiography (independent Practice) after registration with the HPCSA as a Diagnostic Radiographer, Preferably in the radiology department of a government central level health Institution that is completely digital. Two (2) years of the three (3) years appropriate experience in Diagnostic Radiography (independent practice) after Registration with the HPCSA as a Diagnostic Radiographer, must be current and at a supervisory level within the radiology department. Recommendations: Current working experience in a radiology department of a government central Level health institution that has integrated HIS, RIS & PACS system. Current working experience using a biplane DSA system. Knowledge, Skills Training and Competencies Required: Working knowledge and experience of radiography Principals, systems and procedures performed within radiology. Working Knowledge and experience of radiography management. Sound knowledge of Radiation safety regulations. Sound knowledge of diagnostic radiography Equipment and protocols. Computer literacy. Working knowledge and experience Of HIS, RIS and PACS systems Working knowledge and experience of complete Digital Radiology workflows Knowledge of radiographic training requirements. Knowledge of relevant public service policies, acts and regulations. Comprehensive knowledge of OHS Act and other relevant Health Acts. Knowledge of HR related policies and procedures. Working knowledge and Experience of EPMDS. Knowledge of quality assurance policies Human resource Management skills. Good verbal and written communication skills. Sound Interpersonal skills. Good report writing skills.

DUTIES: Supervise and assist with the radiation protection program in a completely digital radiology and central hospital environment, ensuring that safety protocols in Compliance with the Department Of Health Radiation Protection Services is adhered to. Supervise and assist with the provision of clinical radiographic Services in a completely digital Radiology and central hospital environment, by the implementation of departmental policies & procedures, performance of imaging examinations whilst adhering to radiography protocols, practices and Techniques. Assist with the training & development program for Radiographers in completely
digital radiology and central hospital environment, by the Implementation of appropriate training and development programs for Radiography and assume specific trainer roles when delegated to oversee Specific imaging areas within Radiology. Assist with cost centre and forward Stores supervision in a completely digital radiology and central hospital Environment, through ensuring efficient and effective control and use of surgical Sundries, pharmaceuticals, equipment, miscellaneous stores and the radiology Facility. Ensure that all administrative functions required in the component and Subcomponents are performed to the required standard, including employee. Performance, management and development systems.

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POST: LECTURER - NURSING GRADE 2 (10 POSTS)
Centre: Rob Ferreira Hospital
Salary: R471 333 – R614 991 per annum (OSD) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements

REFERENCE NO.: MPDoH/April/19/17

REQUIREMENTS: Grade 12 /Matric Certificate. Basic R425 qualification (i.e. Diploma / degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. Grade 1: A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining the 1-year post-basic qualification in Nursing Education

DUTIES: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Teaching of clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant training facility. Provision of quality nurse training through professional training programmes and curricula as directed by the professional scope of practice and standards as determined by the relevant health training facility. Demonstrate effective communication with students, supervisors and other lecturers, including report writing and presentation skills when required. Work as part of the education team to ensure good nurse training. Work effectively,
co-operatively amicably with students and other persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organise own work and manage training programmes in order to meet training outcomes as determined by the health training facility. Demonstrate the ability to perform research work relevant to nursing education and related subjects to enhance the quality of nursing education. Able to apply computer technology and programmes to enhance the level of educational program.

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POST: CLINICAL PROGRAMME CO-ORDINATOR: QUALITY ASSURANCE – PN-A5 (11 POSTS)
Centre: Rob Ferreira Hospital
Salary: R444 276 – R500 031 per annum (OSD) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements

REFERENCE NO.: MPDoH/April/19/18

REQUIREMENTS: Grade 12 or (Senior certificate), Diploma / Degree or equivalent qualification in nursing PLUS Minimum of 7 years appropriate & recognizable nursing experience after registration as a Professional nurse with SANC in general nursing. Current registration with SANC (2018 SANC receipt). Valid driving licence. Proof of computer literacy – MS Office (Word, Excel, Outlook & PowerPoint). Proof of current experience endorsed and stamped by Human Resources. Knowledge, Skills, Training and Competencies Required: Strong interpersonal, communication and presentation skills. Sound project management skills. Ability to make independent decisions. A strong policing / auditing aptitude. An understanding of the challenges facing the public health sector. High levels of accuracy. Proven 23 initiative, decisiveness and to acquire new knowledge swiftly. Report writing skills. Financial Management skills. Empathy and counselling skills and knowledge. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with the time frames.

DUTIES: Conduct inspections to ensure that Quality Assurance plans are implemented and that practices are according to specified policy. Perform training and guidance activities to instil a culture of service delivery in all service areas within the district. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery at all district health institutions. Ensure that Quality Assurance committees are established; that these have quality improvement projects and that significant change is recognised and rewarded. Identify best practice and implement these to continuously advance Quality Assurance in the District. Interact with university and COHSASA role players to enhance the Quality Assurance procedures and practices.
Perform quality improvement audits and survey monthly and report to senior management. Identify, facilitate and co-ordinate all Quality Improvement Plans. Ensure implementation of National Core Standard and Provincial initiatives (Patients Right Charter, Batho Pele programmes etc). Ensure that all facilities conduct Patients Experience of Care and Waiting Times Surveys. Ensure planning, co-ordination, implementation, monitoring and evaluation of the Quality Assurance programmes within the district. Co-ordinate all aspects of National Core Standards Programme including assessments and activities to achieve National Core Standards accreditation. Co-ordinate peer review assessments. Visit facilities maintain reports of such visits. Ensure all facilities develop Quality Improvement Plans, action plans and submit monthly quarterly and annual reports. Conduct district quality assurance meetings and attend provincial quality meetings. Provide training and update clinical and non-clinical staffs on quality issues. Ensure clinical and nursing audits are conducted to evaluate patient care. Participate in adverse events, complaints and various other related committees to improve quality. Ensure all facilities conduct Patient Experience of Care and Waiting Times surveys. Co-ordinate Batho Pele and good governance programmes. Co-ordinate activities for service excellence. Support all facilities to ensure the attainment of quality compassionate patient care

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POST: RADIOGRAPHER – ULTRA SOUND
Centre: Rob Ferreira Hospital
Salary: R395 703 – R452 445 per annum (OSD) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements
REFERENCE NO.: MPDoH/April/19/20

REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in Radiography (Ultrasound). Registration with a professional council: Registration with the HPCSA in Radiographer in Ultrasound.
Experience: Grade 1: None after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Inherent requirement of the job: Willingness to assist in the geographic area when required. Competencies (knowledge/skills): Thorough knowledge of antenatal, paediatric, gynaecology, vascular studies and abdominal ultrasound. Good interpersonal skills. Ability to work independently and in a team.

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POST: PROFESSIONAL NURSE – MIDWIFE (GENERAL NURSING) 4 POSTS
Centre: Rob Ferreira Hospital
Salary: R256 905 – R297 825 per annum (OSD) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements
REFERENCE NO.: MPDoH/April/19/21

REQUIREMENTS: Registration with the South African Nursing Council as a General Nurse and Midwife. Ability to work independently. Must be able to work under pressure and manage heavy patient loads. Good verbal and report skills. Good interpersonal skills, commitment and dedication. Ability to implement and manage changes. Valid driver’s license will be a recommendation.

DUTIES: Provide health care services in the hospital. Help with supervision and performance and evaluation of junior staff members. Implement appropriate measures and systems to ensure quality patient care. Provide nursing care within scope of practice. Ensure the implementation of Patient Rights Charter and Batho Pele principles. Educate staff and patients. Work closely with the community. Provide comprehensive and quality nursing care according to the standards and guidelines. Keep concise and legible records and ensure that nurses do likewise. Manage medication. Adhere to Batho Pele Principles and Patient Rights Chart

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POST: ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT (BUDGET & EXPENDITURE)
Centre: Rob Ferreira Hospital
Salary: R376 596 per annum (Level 9) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements
REFERENCE NO.: MPDoH/April/19/22

REQUIREMENTS: Bachelor’s Degree Finance Management or Accounting or Diploma plus Tech in Finance Management. Five (5) years’ experience in Finance 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. Advance and assist the hospital operations in the exercise of powers, functions assigned and delegations. Ensure the effective implementation of the PFMA and Treasure Regulations. Ensure compliance with the best practice accounting norms and standards. Manage monitor and implement financial systems and accounts and 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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**POST:** CLINICAL SUPERVISOR (2 POSTS)
Centre: Rob Ferreira Hospital
Salary: R383 226 – R444 276 per annum (OSD) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements

**REFERENCE NO.:** MPDoH/April/19/23

**REQUIREMENTS:** Registration with Health Professions Council of South Africa, as Clinical Technologist in Cardiology. Qualification in Clinical Technology – Cardiology, National Diploma or B Tech. Competencies: Good Communication Skills. Basic computer literacy, a team worker. Clinical experience as a Clinical Technologist – Cardiology.

**DUTIES:** To perform clinical services in Cardiology by providing technologist support to all components of the Cardiology Department including: Invasive Haemodynamic monitoring. Intra-aortic balloon pump operation. ECG’s (include ambulatory Holter ECG and Exercise stress testing). Echocardiography both adult and paediatric echo’s. Assisting during Pericardial Tapping. Other necessary operational duties delegated by supervisor. These tasks involve after hours weekend duties when necessary

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**POST:** PROFESSIONAL NURSE (PND) ICU
Centre: Rob Ferreira Hospital
Salary: R383 226 – R 444 276 per annum (OSD) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements)

REFERENCE NO.: MPDoH/April/19/24

REQUIREMENTS: PND1 minimum of 4 years appropriate/ recognizable Nursing experience after registered as Professional Nurse. PND2 minimum of 14 years appropriate/ recognizable nursing experience after registered as Professional Nurse; at least 10 years of the period must be appropriate experience in Nursing Education. Minimum of 2 years appropriate experience in Oncology Nursing Science, Registered with SANC as a General Nurse and Midwifery, Diploma in Oncology Nursing Science, with a track record of transferability of the post applied. A code 8 drivers’ license. Proof of computer is required: Computer literacy (Word, PowerPoint, Excel,). The successful candidate will be subject to a Medical surveillance. Applicable Master’s degree will be an advantage.

DUTIES: Develop curricula, plan and manage academic programs, capable of employing a variety of teaching strategies to reach the required outcomes. Develop policy, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical assessment strategies to determine learner competence in the clinical area, record – keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, training and applicable legislation.

POST: DENTAL ASSISTANT (Grade 2)
Centre: Rob Ferreira Hospital
Salary: R198 396 - R230 238 per annum (OSD) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements)

REFERENCE NO.: MPDoH/April/19/26

REQUIREMENTS: Appropriate qualification or prescribed in service training (with duration of less than two years) that allows for the required registration with the Health Professional Council of South Africa (HPCSA), where applicable in the relevant position. Zero (0) to ten (10) years appropriate experience after obtaining an
appropriate qualification or prescribed in service training. A proof of current registration with HPCSA. A driver’s license will be an added advantage.

**DUTIES:**

The incumbent should have a dental assistant knowledge including infection control, chair site assistant, maintenance of equipment, stock control knowledge of instruments and materials as well as inventory, he or she will work in dental surgery in the clinic, mobile prison, institutions and any other administrative duties including patients’ registration. Answering of telephone, filing of cards, ordering of materials, and booking of patients. Prepare the dental exam room for use by the dentist by making sure it is stocked and organized. Sterilizing dental instruments and equipment, and placing for easy access. The person will also doing relief duties in other clinics, prisons, mobile and institution. The person will also be rotating within the sub districts. He or she should have good communication skills, good interpersonal relations and ability to work under pressure. Perform all other duties as delegated by Supervisor/ Manager

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**POST:** ENROLLED NURSING ASSISTANT (ONCOLOGY UNIT)
**Centre:** Rob Ferreira Hospital
**Salary:** R132 525 – R149 163 per annum (OSD)
**REFERENCE NO.:** MPDoH/April/19/27

**REQUIREMENTS:** Grade 12 or equivalent qualification. Certificate as Enrolled Nursing Assistant. Current registration with the South African Nursing Council. Passion for working with mentally ill patients. Ability to work within a team, good interpersonal and communication skills. Knowledge of the National Core Standards, Public Service Regulations and Patient Rights Charter, Batho Pele principle and other Public Service Legislative framework. Previous Psychiatric experience will be an added advantage. Proof of current registration with SANC.

**DUTIES:** Assist and supervise patients with activities of daily living, i.e. maintain good hygiene, nutrition, and measure and record vital signs. Assist with the preparation of patients for diagnostic surgical and other medical procedures. Escort patients for clinical procedures and other errands as required by the Supervisor. Maintain professional conduct as required by the Public Service Code of Conduct and SANC. Attend in-service training as required. Relieve in other wards when the need arise. Preferably male nurses of any race, to address the needs of the Mental Health Care Users

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POST: ENROLLED NURSING ASSISTANT (10 POSTS)
Centre: Rob Ferreira Hospital
Salary: R132 525 – R149 163 per annum (OSD)
REFERENCE NO.: MPDoH/04/19/28

REQUIREMENTS: Grade 12 or equivalent qualification. Certificate as Enrolled Nursing Assistant. Current registration with the South African Nursing Council. Passion for working with mentally ill patients. Ability to work within a team. Good interpersonal and communication skills. Knowledge of the National Core Standards, Public Service Regulations and Patient Rights Charter, Batho Pele principle and other Public Service Legislative framework. Previous Psychiatric experience will be an added advantage. Proof of current registration with SANC.

DUTIES: Assist and supervise patients with activities of daily living, i.e. maintain good hygiene, nutrition, and measure and record vital signs. Assist with the preparation of patients for diagnostic surgical and other medical procedures. Escort patients for clinical procedures and other errands as required by the Supervisor. Maintain professional conduct as required by the Public Service Code of Conduct and SANC. Attend in-service training as required. Relieve in other wards when the need arise. Preferably male nurses of any race, to address the needs of the Mental Health Care Users

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All applications should be sent to:

The Chief Executive Officer OR Hand delivered to:
Rob Ferreira Hospital
Private Bag x11223 Piet Retief & Mandela Drive
MBOMBELA MBOMBELA
1200 1200

For attention: Ms. FBG Nyathi

All enquiries to be directed to: Ms. Mabunda (013 741 6100)

WITBANK HOSPITAL

POST: HEAD OF CLINICAL UNIT - ANAESTHESIOLOGY
Centre: Witbank Hospital
Salary: R1 728 807 – R1 834 890 per annum (OSD) (All-inclusive Salary package) (commuted overtime is compulsory) depending on years’ experience.

REFERENCE NO.: MPDoH/April/19/29

REQUIREMENTS: Appropriate qualification that allows registration with the Health
Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesia, Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesia. A minimum of 3 years’ appropriate experience as a Medical Specialist in Anaesthesia after registration with the HPCSA as a Medical Specialist in Anaesthesia.

DUTIES:
Clinical: Overall in-charge of Anaesthesia department. Co-ordinate and supervise clinical care and treatment of patients in Anaesthesia department. Participation in commuted overtime. Participation in Anaesthesia teaching of clinician. Administrate and coordinate all Anaesthesia activities. Construct rosters for the provision of 24-hour medical care. Assist with Clinical governance and quality assurance according to National Core Standards within the Anaesthesia department. Advance protocol development, policy implementation, and norms and standards for Anaesthesia department. Conduct research and clinical audits including adverse events reporting. Evaluate staff performance according to the hospital's PMDS processes. Co-operation and liaison with other departments within the hospital. Conflict management. Participation in management committees of Rob Ferreira Hospital. Cost containment within Anaesthesia department in accordance with the hospital's cost saving plan. Spearhead projects in accordance with the operational plan of the Clinical Services Management unit. Management of Other Remunerative Work (ORW) for self and other clinical staff. Performance of research within the department. Develop and enhance training and development of healthcare workers in Anaesthesia department. Training and supervision of Medical Officers and Medical Interns and Medical Students

Provide medical support and guidance to Nursing and Anaesthesia staff. Good interpersonal skills., general management skills, excellent communication skills, good professional judgment, integrity and professional dependability, leadership experience, coaching and mentoring experience of clinical staff.

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POST: HEAD OF CLINICAL UNIT - RADIOLOGY
Centre: Witbank Hospital
Salary: R1 728 807 – R1 834 890 per annum (OSD) (All-inclusive Salary package) (commuted overtime is compulsory) depending on years’ experience.

REFERENCE NO.: MPDoH/April/19/30
REQUIREMENTS: Grade 12 certificate and appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty or a recognized Sub-Specialty. Registration with the HPCSA as Medical Specialist in a normal specialty or in a recognized Sub-Specialty and proof of current registration. A minimum of 3 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal specialty or in a recognized Sub-Specialty. Knowledge of government regulations, policies and acts. The ability to interpret and implement policies. Administrative and management knowledge. Project management skills. Team building, people and interpersonal relations skills. Communication skills (verbal and written) Organizational, problem-solving and interventional skills. Highly motivated and enthusiastic to contribute to the radiology care and services. The ability to work under pressure, lead transformational change in a complex environment and the ability to manage change in the department.

DUTIES: Provide clinical support and outreach to referring hospitals, community health centres and clinics in the Nkangala Hospital health cluster. Perform clinical duties in areas of personal Special interest and expertise. Ensure that appropriate, ethical and quality research is performed in the department as part of a wider agenda to explore improvements in health care in the area and South Africa as a whole with publication of the results in peer-reviewed scientific journals. Lead and participate in research projects in areas of personal special interest. As part of the university’s responsibility and quality teaching must be provided to undergraduates (medical students) and postgraduates (Registrars and Teach students in areas of personal special interest and expertise. Ensure that clinical services are provided. Manage the unit. Manage HR and Assets. Provide clinical care to patients.

POST: HEAD OF CLINICAL UNIT – OTORHINOLARYNGOLOGY (ENT)
Centre: Witbank Hospital
Salary: R1 728 807 – R1 834 890 per annum (OSD) (All-inclusive Salary package) (commuted overtime is compulsory) depending on years’ experience.
REFERENCE NO.: MPDoH/April/19/31

REQUIREMENTS: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in otorhinolaryngology. Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical
Specialist in otorhinolaryngology, A minimum of 3 years’ appropriate experience as a Medical Specialist in otorhinolaryngology after registration with the HPCSA as a Medical Specialist in otorhinolaryngology, Proof of working experience endorsed by Human Resource Department or relevant Employer, Understanding of basic HR matters including Labour Relations, Control of budget, monitoring expenditure and project management; Knowledge of legislative prescripts governing the public service, Managerial and computer skills.

DUTIES: Responsible for the management of ENT unit including day to day running of services, administration and support services as to achieve optimal patient care within defined levels of institutional responsibility. Be part of a team that ensures efficient management and equitable distribution of all resources in the District ENT Complex and Drainage areas. Effective utilisation and training of staff; maintenance of discipline, promotion of sound labour relations and the appropriate use and care of equipment in the facility. Provide leadership to ensure the achievement of priorities and output of the strategic plan and health transformation including development and implementation of continuous quality assurance programmes, implementing and coordinating community care and outreach programmes. Ensure procedures for safe keeping of sound records, documents, assets and information. Will also be responsible for academic and/or creative teaching and leadership; circulation and development of undergraduate and postgraduate courses, managing academic and support staff and developing/supervising research and/or creative projects. Strengthen clinical governance. Manage the performance of allocated human resources. Ensure that the environment complies with Health and Safety Act, staff adheres to the safety precautions and that staff is maintained to attain optimal productivity.

Formulate and manage protocols in accordance with Department of Health policies that will have a positive impact on staff and ensure that staff is aware of these. Provide measures and guidance on quality assurance to comply with set quality standards.

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POST: HEAD OF CLINICAL UNIT – GENERAL SURGEON
Centre: Witbank Hospital
Salary: R1 728 807 – R1 834 890 per annum (OSD) (All-inclusive Salary package) (commuted overtime is compulsory) depending on years’ experience.

REFERENCE NO.: MPDoH/April/19/32

REQUIREMENTS: A specialist qualification in the appropriate Health Science, PLUS

DUTIES:

Staffing: Maintain effective and efficient utilization of human resources in respect of: overseeing and supervising gastrointestinal surgical staff in the execution of their duties. Training staff and promoting ongoing staff development in accordance with their individual and departmental development needs; recruiting and selecting staff in accordance with government prescripts; assessing performance of gastrointestinal surgical staff recruiting and allocating gastrointestinal surgical personnel to cover surgical need. Foster co-operation with Medical School (Department of General Surgery) to develop capacity for undergraduate and postgraduate training. Clinical: Incumbent to provide gastrointestinal surgical services. Participate in the delivery of a 24-hour in-patient and out-patient gastrointestinal surgical care. Develop management protocols for the gastrointestinal surgical patients in accordance with the level of care of the referral hospitals. Provide appropriate surgical care to patients in the Tertiary drainage area. Maintain and monitor specialist, medical officer and registrar gastrointestinal surgery call system. Outreach: Accept responsibility for continuous professional development in gastrointestinal surgery. Develop and participate in outreach program for gastrointestinal surgery for area 2. Research: Stimulate and conduct sponsored and non-sponsored research activities for departmental and institutional development. Clinical Governance: Develop infrastructure and procure equipment for gastrointestinal surgery. Procure appropriate theatre equipment to meet tertiary needs. Accept responsibility for development and
fulfilment of departmental objectives. Provide appropriate CPD activities within the employing institution. Institute Quality Assurance plans to maintain and improve gastrointestinal surgical standards in the referring hospitals. Foster collaboration with other hospitals within the tertiary drainage areas to improve level of care locally and to facilitate proper referral patterns. Projects: Exercise cost-control on the professional activities of the Department to contain expenditures to the allocated budget. Develop data collection system for gastrointestinal surgery.

POST: HEAD OF CLINICAL UNIT – NEPHROLOGY
Centre: Witbank Hospital
Salary: R1 728 807 – R1 834 890 per annum (OSD) (All-inclusive Salary package) (commuted overtime is compulsory) depending on years’ experience.

REFERENCE NO.: MPDoH/April/19/33

REQUIREMENTS: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Nephrology, Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Nephrology, A minimum of 3 years’ appropriate experience as a Medical Specialist in Nephrology after registration with the HPCSA as a Medical Specialist in Nephrology.

DUTIES: Clinical: Overall in-charge of Nephrology department. Co-ordinate and supervise clinical care and treatment of patients in Oncology department. Participation in commuted overtime. Participation in Nephrology teaching of clinician. Administrate and coordinate all Nephrology activities. Construct rosters for the provision of 24-hour medical care. Assist with Clinical governance and quality assurance according to National Core Standards within the Nephrology department. Advance protocol development, policy implementation, and norms and standards for Nephrology department. Conduct research and clinical audits including adverse events reporting. Evaluate staff performance according to the hospital's PMDS processes. Cooperation and liaison with other departments within the hospital. Conflict management. Participation in management committees of Rob Ferreira Hospital. Cost containment within Nephrology department in accordance with the hospital's cost saving plan. Spearhead projects in accordance with the operational plan of the Clinical Services Management unit. Management of Other Remunerative Work (ORW) for self and other clinical staff. Performance of research within the department. Develop and enhance training and development of healthcare workers in Nephrology
department. Training and supervision of Medical Officers and Medical Interns and Medical Students. Provide medical support and guidance to Nursing and Nephrology staff. Good interpersonal skills. General management skills, excellent communication skills, good professional judgment, integrity and professional dependability, leadership experience, coaching and mentoring experience of clinical staff.

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POST: HEAD OF CLINICAL UNIT – OPHTHALMOLOGY
Centre: Witbank Hospital
Salary: R1 728 807 – R1 834 890 per annum (OSD) (All-inclusive Salary package) (commuted overtime is compulsory) depending on years’ experience.

REFERENCE NO.: MPDoH/April/19/34

REQUIREMENTS: Grade 12 Certificate, Specialist qualification in Ophthalmology or equivalent specialist qualifications. Current registration with the Health Professions Council South Africa as a specialist in Ophthalmology. Three (3) years’ experience as a specialist in Ophthalmology after registration with the HPCSA as a Medical Specialist. A certificate of service endorsed by Human Resource Department must be attached. Advanced knowledge of ophthalmology care. Ability to work as a part of a team. Knowledge of relevant Health and Labour legislation. Proven leadership skills. Epidemiological skills and aptitude. Strong interpersonal and communication skills. Ability to prioritize issues and work related matters. Proven ability to perform ophthalmic surgery in order to provide a comprehensive eye care service to the local community.

Engage in own research and supervise research of registrars. Recommendations: At least 1 year management and administration experience.

DUTIES: Provision of quality cost effective and efficient 24 hour Ophthalmology service in keeping with Batho Pele Principles. Assist with training and guidance of medical Officers, Registrars, consultants, optometrists and other staff categories, including the running of an academic / in service programme for the doctors and optometrists in the Department. Maintain accurate and appropriate health records in accordance with legal and ethical principles and ensure that junior staff complies with the above. Assist the Senior Manager, Medical Service in ensuring that the Operational Plan of the hospital is implemented. Will be under the supervision of the Senior Manager, Medical Services for administrative matters. Co-ordinate and attend to medico-legal issues pertaining Ophthalmology Department. Manage performance of doctors and optometrists in the Department of Ophthalmology. Participate in processes of recruitment of doctors.
and optometrists in the Department of Ophthalmology. Oversee clinical audits. Oversee an Ophthalmology and optometry outreach programme for the clinics and district hospitals. Liaise with the District Office, HCU of the Department of Ophthalmology, HOD of the Department of Ophthalmology at the medical school and other stake holders in order to contribute to providing a high quality Ophthalmology service throughout the District.

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**POST:** HEAD OF CLINICAL UNIT – PSYCHIATRY
**Centre:** Witbank Hospital
**Salary:** R1 728 807 – R1 834 890 per annum (OSD) (All-inclusive Salary package) (commuted overtime is compulsory) depending on years’ experience.

**REFERENCE NO.:** MPDoH/April/19/35

**REQUIREMENTS:** Master degree (Mmed Psych) or equivalent qualification PLUS A minimum of 5 Years’ experience or more after registration with HPCSA as Medical Specialist in Psychiatry with experience of forensic work. Registration Certificate with HPCSA as a Medical Specialist. Current registration with HPCSA as Medical Specialist. (2019 Receipt). Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills, Training and Competencies: Clinical and managerial skills. Knowledge of Clinical governance. Knowledge of medical prescripts, policies, procedures and protocols. Knowledge and experience of the Public Service Policies, Acts and Regulations. Sound Management, Negotiation, Interpersonal and problem solving skills. Good verbal, problem solving skills. Professional and confident. Ability to function well within the team.

**DUTIES:** To effectively manage the forensic psychiatry services and liaise with relevant stake holders. To care, treat and rehabilitate the Mental Health Care User at the hospital. To provide reports on cases referred by the courts and give expert evidence when required. Provide guidance and manage the staff under supervision. To be involved in teaching and training of registrars and other clinical staff. To be involved in hospital committees that deal with clinical services and quality assurance. To asses and manage any risks within the medical section. Clinical management of state patients. Administration and management roles in hospital. Risk assessment and management of risks within the hospital.

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**POST:** HEAD OF CLINICAL UNIT – OBSTETRICS & GYNAECOLOGY
**Centre:** Witbank Hospital
Salary: R1 728 807 – R1 834 890 per annum (OSD) (All-inclusive Salary package) (commuted overtime is compulsory) depending on years’ experience.

REFERENCE NO.: MPDoH/April/19/36

REQUIREMENTS: Certified copy of Matric, of MBChB Qualification, of HPCSA Registration as a Medical Specialist in O&G, Proof of payment of HPCSA annual fees or relevant Certificate and detailed Curriculum vitae MBChB and FCOG or equivalent. Current registration with the HPCSA as a Specialist in O & G plus, Current HPCSA Registration card 2018 / 2019. Five (5) years post registration experience as a Specialist in O & G. Plus a valid driving license. Knowledge, Skills and Competencies Required: Sound knowledge of clinical and patient management skills within the discipline. Ability to assess, diagnose and manage patients as well as ability to deal with all emergencies. Comprehensive knowledge of HIV/AIDS provision and management relevant to local situation. Leadership, decision making, communication, problem solving and conflict management skills. Sound medical ethical practice skills. Knowledge of Human Resource Management and of current Health and Public Servants Legislations, regulations and policy.

DUTIES: Provision of specialist services in Obstetrics and Gynaecology. Capacity building in PHC/District hospital and provision of outreach services with focus on improving women health. Reduction in maternal and perinatal mortality and development of intervention to most common cause of maternal deaths including HIV/AIDS. Develop a CPD programme in all hospitals in the district. Support and supervise junior staff in the clinics, district hospitals and regional hospital complex. Develop and implement protocols for Obstetrics and Gynaecology. Support HIV/AIDS programme in the hospital and community. Support quality improvements in the hospital. Conduct research in primary health care and train doctors towards a diploma in obstetrics. To perform overtime in line with hospital needs

POST: HEAD OF CLINICAL UNIT – INTERNAL MEDICINE
Centre: Witbank Hospital
Salary: R1 728 807 – R1 834 890 per annum (OSD) (All-inclusive Salary package) (commuted overtime is compulsory) depending on years’ experience.

REFERENCE NO.: MPDoH/April/19/37

REQUIREMENTS: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in internal medicine, Appropriate Tertiary qualification
in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in internal medicine, A minimum of 3 years’ appropriate experience as a Medical Specialist in internal medicine after registration with the HPCSA as a Medical Specialist in otorhinolaryngology.

DUTIES:

Overall in-charge of internal medicine department. Coordinate and supervise clinical care and treatment of patients in internal medicine department. Participation in commuted overtime. Participation in internal medicine teaching of clinician. Administrate and coordinate all internal medicine activities. Construct rosters for the provision of 24-hour medical care. Assist with Clinical governance and quality assurance according to National Core Standards within the internal medicine department. Advance protocol development, policy implementation, and norms and standards for internal medicine department. Conduct research and clinical audits including adverse events reporting. Evaluate staff performance according to the hospital's PMDS processes. Cooperation and liaison with other departments within the hospital. Conflict management. Participation in management committees of Rob Ferreira Hospital. Cost containment within internal medicine department in accordance with the hospital's cost saving plan. Spearhead projects in accordance with the operational plan of the Clinical Services Management unit. Management of Other Remunerative Work (ORW) for self and other clinical staff. Performance of research within the department. Develop and enhance training and development of healthcare workers in internal medicine department. Training and supervision of Medical Officers and Medical Interns and Medical Students. Provide medical support and guidance to Nursing and internal medicine staff. Good interpersonal skills., general management skills, excellent communication skills, good professional judgment, integrity and professional dependability, leadership experience, coaching and mentoring experience of clinical staff.

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POST: MEDICAL SPECIALIST – GENERAL SURGEON
Centre: Witbank Hospital
Salary: R1 089 693 – R1 362 366 per annum (OSD) (All-inclusive Salary package) (commuted overtime is compulsory) depending on years’ experience.

REFERENCE NO.: MPDoH/April/19/38

REQUIREMENTS: Grade 12 certificate and appropriate qualification that allow registration with HPCSA as a Medical Practitioner, An appropriate qualification that allow registration with HPCSA as Medical Specialist – Registration Certificate with HPCSA as Medical
Specialist in **General Surgeon**. Proof of Current registration (2019). No experience required. Proof of experience stamped and endorsed by Human Resources should be attached to the application. Knowledge, Skills, Attributes and Abilities: Good communication skills, facilitation and teambuilding skills. Demonstrated personal qualities and strengths such as leadership, enthusiasm, commitment and a pioneering spirit. Computer literacy.

**DUTIES:**

Manage the unit. Manage HR and Assets. Provide clinical care to patients. Train junior Doctors and be prepared to work commuted overtime. Provide clinical care to patients. Manage division/wards for the relevant discipline. Manage outpatient department for the relevant discipline. Provide quality improvement activities in the relevant discipline. Arrange and supervise CPD and peer review to train interns/community service doctors and junior doctors. Manage Human Resource in the unit. Manage financial resources. Manage assets in the unit. Manage outreach programmes for the District Hospitals. Facilitate development of clinical.

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**POST:** MEDICAL SPECIALIST - PSYCHIATRY

Centre: Witbank Hospital

Salary: R1 089 693 – R1 362 366 per annum (OSD) (All-inclusive Salary package) (commuted overtime is compulsory) depending on years’ experience.

**REFERENCE NO.:** MPDoH/April/19/39

**REQUIREMENTS:** Matric/Grade 12 Certificate. MBChB degree or Equivalent qualification PLUS, Proof of current registration with HPCSA as a Medical Practitioner, Certificate of registration with HPCSA as a Medical Practitioner (Independent Practice), Certificate of service from Current/previous employers stamped by HR must be attached (where applicable). Grade 1: Experience: No experience required. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council, of whom it is not required to perform Community Service, as required in South Africa. Foreign candidates require 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills and Competencies: Knowledge of current health legislations and policies at public institutions. Knowledge of national quality standards relating to primary health care. Sound knowledge of national TB programme and ARV
programme including STIs and PMTCT. Sound knowledge of Paediatrics would be an added advantage. Good research and presentation skills. Information management and quality assurance programmes. Ability to function with a Multidisciplinary team. Sound knowledge and clinical skills. Excellent human, communication and leadership skills. Good team building and problem solver. Good communication and interpersonal skills. Willingness to teach and supervise junior staff.

**DUTIES:**

Clinical responsibility including examine, investigate, diagnose, and oversee treatment of patients. Provision of quality patient centred care. Maintain a high quality clinical service by providing regular in-service training for nurses and clinical personnel. Maintain accurate record and appropriate health records in accordance with the legal and ethical considerations and continuity of patient care. Hands over critically ill patients to the doctors on call after hours and on the weekends. Provide preventive health interventions and measures to promote health care. Undertake continuing medical education and professional development and study professional literature to keep abreast with current medical practice.

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**POST:** MEDICAL SPECIALIST - DERMATOLOGY  
Centre: Witbank Hospital  
Salary: R1 089 693 – R1 362 366 per annum (OSD) (All-inclusive Salary package) (commuted overtime is compulsory) depending on years' experience.  
REFERENCE NO.: MPDoH/April/19/40  

**REQUIREMENTS:** MBCHB Degree Plus, Current registration with the Health Professions Council of South Africa as a Medical Practitioner by the time of appointment. Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Recommendation: Experience in Dermatology. A documented specific interest in Dermatology. ACLS course completed (current valid certificate. Knowledge, Skills, Training and Competence: Sound clinical and patient management skills; human resource management; information management; quality assurance programs. Current health and public service legislation, regulations and policy, and medical ethics.

**DUTIES:** Key Performance Areas: Medical care of patients: Dermatology – This is a post for care of out- and in-patients with dermatological conditions. Rotations through other medical be required, depending on the relative needs of the Departments of
Dermatology and Internal Medicine. Level of care required – Medical care appropriate to Hospital, a tertiary and referral health facility; Overtime requirements. After-hours work in the Departments of Internal Medicine and/or Dermatology will be required, depending on the needs of the Departments of Dermatology and Internal Medicine. Geographical limits. Outreach Dermatology services to facilities in Area 2 may be required either regularly or from time to time.

Administration and management: Supervise junior medical staff, including in clinical work, attendance, time management, conflict management etc; Service logistics – assist in administrative aspects of running the Department of Dermatology and/or Internal Medicine e.g. roster and rotation planning, clinical and operational protocol development; Quality improvement – assist and participate in quality improvement, including audits. Medico-legal matters – assist with medico-legal tasks such as medical reports for insurance claims, mortality and morbidity analysis etc.

Academic programme: Training - provide in-service training to staff or be a recipient of in-service training, as appropriate for a medical officer and to meet the needs of the service.

Teaching – participate in under-graduate and post-graduate training programmes (teaching, examinations, administration etc) as required by the programmes and appropriate for a medical officer; Academic activities – active participation in academic activities such as journal clubs, academic presentations etc. Research – participate in departmental research. Initiation and performance of research is optional but desirable.

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POST: MEDICAL SPECIALIST - UROLOGY
Centre: Witbank Hospital
Salary: R1 089 693 – R1 362 366 per annum (OSD) (All-inclusive Salary package) (commuted overtime is compulsory) depending on years’ experience.
REFERENCE NO.: MPDoH/April/19/41

REQUIREMENTS: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in urology, Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in urology, A minimum of 3 years’ appropriate experience as a Medical Specialist in urology after registration with the HPCSA as a Medical Specialist in urology, Proof of working experience endorsed by Human Resource Department or relevant Employer, Understanding of basic HR matters including Labour Relations,
Control of budget, monitoring expenditure and project management; Knowledge of legislative prescripts governing the public service, Managerial and computer skills.

**DUTIES:**

Responsible for the management of the urology unit including day to day running of services, administration and support services as to achieve optimal patient care within defined levels of institutional responsibility. Be part of a team that ensures efficient management and equitable distribution of all resources in Complex and drainage areas. Effective utilisation and training of staff; maintenance of discipline, promotion of sound labour relations and the appropriate use and care of equipment in the facility. Provide leadership to ensure the achievement of priorities and output of the strategic plan and health transformation including development and implementation of continuous quality assurance programmes, implementing and coordinating community care and outreach programmes. Ensure procedures for safe keeping of sound records, documents, assets and information. Will also be responsible for academic and/or creative teach and leadership; circulation and development of undergraduate and postgraduate courses, managing academic and support staff and developing/supervising research and/or creative projects. Strengthen clinical governance. Manage the performance of allocated human resources. Ensure that the environment complies with Health and Safety Act, staff adheres to the safety precautions and that staff is maintained to attain optimal productivity. Formulate and manage protocols in accordance with Department of Health policies that will have a positive impact on staff and ensure that staff is aware of these. Provide measures and guidance on quality assurance to comply with set quality standards.

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**POST:** SENIOR ADMINISTRATIVE OFFICER: AUXILIARY SERVICES

**Centre:** Witbank Hospital

**Salary:** R316 719 per annum (Level 8) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements)

**REFERENCE NO.:** MPDoH/April/19/43

**REQUIREMENTS:** Degree or Diploma in Administration plus 5 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.

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POST: PROFESSIONAL NURSE – GENERAL SURGEON (SPECIALTY)
Centre: Witbank Hospital
Salary: R383 26 – R444 276 per annum (OSD) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements

REFERENCE NO.: MPDoH/April/19/44

REQUIREMENTS: Matric senior certificate (Grade12). Degree/ Diploma in General Nursing or equivalent qualification that allows registration with SANC as Professional Nurse and Midwife. One year post basic qualification in Specialty (Diploma in Operating Theatre Technique). A minimum of 14 years appropriate / recognizable experience in nursing after registration with SANC in General Nursing and Midwifery. At least 10 years of the period mentioned above must be recognizable experience in the specific Specialty after obtaining the relevant one (01) year post- basic qualification required for the relevant Speciality. Current registration with SANC as Professional Nurse, and Intensive Care.

DUTIES: Provision of optimal, holistic specialize nursing care provided within set standards and professional/ legal standards. Maintain accurate and complete Patients records according to legal requirements. Compilation and analysis of statistics. Participate
in auditing of clinical charts and QIPs. Participate in the implementation of National Core Standards, guidelines, protocols. Effective, efficient and economical use of allocate resources. Provision of effective support to nursing services. Assist in supervision and development of staff. Participate in training and research and programmes e.g. IPC, Quality assurance. Scrubbing for minor and major operations. Provide a safe, therapeutic and hygienic environment for patients, visitors and staff. To participate in the care of swabs and instruments in Theatre. To provide immediate care to all patients those have been operated. To prepare for the operations ensuring smooth running of theatre. Maintain professional growth / ethical standards and self- development. Promote good working relationship with multidisciplinary team. Ensuring the availability of the necessary basic equipment and stock.

POST: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT
Centre: Witbank Hospital
Salary: R376 596 per annum (Level 9) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements)
REFERENCE NO.: MPDoH/April/19/45

REQUIREMENTS: Minimum 3 year degree/national diploma in Supply Chain Management /Accounting or Equivalent NQF 7 qualification with Three (3) to (5) years working experience in the area of Supply Chain Management. Proven supervisory experience. Experience in Acquisition of Goods and Services, Demand and Contract management. Knowledge of PFMA, National Treasury Regulations, BBBEE, PPPFA, procurement policies and procedures. Computer Literacy: Presentations skills. Must have experience on Government systems (BAS & LOGIS). Management skills, excellent interpersonal relations, good communication skills. Presentation skills. Valid driver’s license.

DUTIES: Implementation of Supply Chain Management and Asset management policies and procedures in the Department. Oversee, coordinate, and advise on the process of drafting specifications/terms of reference and special condition of contract; Compile a procurement plan. Compliance to monthly SCM reports. Oversee the utilization of the Central supplier
Database in the bid/quotation processes; Control and oversee a compliant execution of the bid/quotation processes. Contract Management. Compilation of asset management reports. Management of Asset disposal process. Management of Human Resources in the unit including performance assessment of the officials in the unit. Provide training to officials on new developments. Identify and mitigate risk within the unit. Administer demand management plans for all sub units and Manage inventory (stock counts and reports)

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POST: PROFESSIONAL NURSE – SPECIALTY: NEONATAL ICU (4 POSTS)
Centre: Witbank Hospital
Salary: R383 228 – R444 276 per annum (OSD) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements
REFERENCE NO.: MPDoH/April/19/46

REQUIREMENTS: Grade 1: Matric senior certificate (Grade 12). Degree/Diploma in General Nursing or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife plus one (1) year post basic qualification in Specialty (Diploma in Operating Theatre Technique).
A minimum of four (4) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of experience must be attached and verified by HR. SANC receipt for 2019 to be attached. Grade 2: Matric senior certificate (Grade 12). Degree/ Diploma in General Nursing or equivalent qualification that allows registration with SANC as Professional Nurse and Midwife, One year post basic qualification in Specialty (Diploma in Operating Theatre Technique. A minimum of 14 years appropriate / recognizable experience in nursing after registration with SANC in General Nursing and Midwifery. At least 10 years of the period mentioned above must be recognizable experience in the specific Speciality after obtaining the relevant one (1) year post- basic qualification required for the relevant Specialty. Current registration with SANC as General Nurse, Midwife and operating Theatre.

DUTIES: Provision of optimal, holistic specialize nursing care provided within set standards and Professional / legal standards. Maintain accurate and complete Patients records according to legal requirements. Compilation and analysis of statistics. Participate in auditing of clinical charts and QIPs. Participate in the implementation of National Core Standards, guidelines, protocols. Effective, efficient and economical use of allocate resources. Provision of effective support to nursing services. Assist in supervision and development of staff. Participate in
training and research and programmes e.g. IPC, Quality assurance. Scrubbing for minor and major operations. Provide a safe, therapeutic and hygienic environment for patients, visitors and staff. To participate in the care of swabs and instruments in Theatre. To provide immediate care to all patients those have been operated. To prepare for the operations ensuring smooth running of theatre. Maintain professional growth/ethical standards and self- development. Promote good working relationship with multidisciplinary team. Ensuring the availability of the necessary basic equipment and stock.

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All applications must be sent / forwarded to:

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<tr>
<th>The Acting Chief Executive Officer</th>
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<tr>
<td>Witbank Hospital</td>
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For attention: Dr. J Hlongwane

All enquiries to be directed to: Ms. Belinda Silinda/ Ms. Boni Mahlangu 013 653 2617 or 013 653 2226

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EHLANZENI DISTRICT

POST                      | CLINICAL MANAGER & CEO (RE-ADVERTISEMENT)
CENTRE:                   | Matibidi Hospital
SALARY:                   | R1 173 900 – R1 302 849 per annum (OSD) (All-inclusive Salary package) (commuted overtime is compulsory depending on years’ experience Plus rural allowance)
REFERENCE NO:             | MPDoH/04/19/47

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Postgraduate medical qualification will be an added advantage. A minimum of 3 years appropriate experience after registration as a Medical Practitioner (Independent Practice) with the HPCSA (Internship and Community Service excluded). A valid work permit will be required from non-South Africans. Sound clinical knowledge of and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies.

DUTIES: Provide services as the Clinical Manager in the hospital. Manage all resources, including human resources. Co-ordinate and
supervise the teaching of community servers and junior doctors in the hospital. Organize CPD sessions in the unit. Manage the outpatient clinic in the unit. Participate in quality improvement plans in the hospital. Perform after-hour duties. Ensure that medical staff also complies with PMDS and are evaluated quarterly. **NB: Any previous experience must be covered by the attachment of certified of certificate of services**

POST: CLINICAL MANAGER
Centre: Tinswalo Hospital
Salary: R1 173 900 – R1 302 849 per annum (OSD) All-inclusive Salary package) (commuted overtime is compulsory) depending on years’ experience Plus rural allowance
REFERENCE NO: MPDoH/04/19/48
REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner.

Postgraduate medical qualification will be an added advantage. A minimum of 3 years appropriate experience after registration as a Medical Practitioner (Independent Practice) with the HPCSA (Internship and Community Service excluded). A valid work permit will be required from non-South Africans. Sound clinical knowledge of and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies.

DUTIES: Provide services as the Clinical Manager in the hospital. Manage all resources, including human resources. Co-ordinate and supervise the teaching of community servers and junior doctors in the hospital. Organize CPD sessions in the unit. Manage the outpatient clinic in the unit. Participate in quality improvement plans in the hospital. Perform after-hour duties. Ensure that medical staff also complies with PMDS and are evaluated quarterly. **NB: Any previous experience must be covered by the attachment of certified of certificate of services**

POST: MEDICAL OFFICER (3 POSTS)
Centre: Mapulaneng Hospital
Salary: R821 205 – R884 670 per annum (OSD) Gr. 1
Salary: R938 964 – R1 028 593 per annum (OSD) Gr. 2 All-inclusive
Salary package) (commuted overtime is compulsory) depending on years’ experience Plus rural allowance

REFERENCE NO.: MPDoH/April/19/49

REQUIREMENTS: MBCHB degree or equivalent. A postgraduate medical qualification will be an added advantage. Current registration with the HPCSA. Minimum of 5 years’ experience after community service. Additional experience in relevant disciplines will serve as a recommendation. Sound knowledge of medical ethics. Competencies: Professional competence and knowledge of the application of clinical services. A valid work permit will be required from non-South Africans. Sound clinical literature, current protocols, legislation, regulations and policies. Skills in terms of consultation, history taking, examination, clinical assessment. Management and clinical procedures. Good communication, problem solving and conflict management skills. Demonstrable ability to use health information for planning. Professionalism, accuracy, flexibility, independence and ethical behaviour. Multidisciplinary management and teamwork.


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POST: ASSISTANT DIRECTOR: FINANCE
Centre: Sabie Hospital
Salary: R376 596 per annum (Level 09) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements

REFERENCE NO.: MPDoH/April/19/50

REQUIREMENTS: Bachelor’s Degree Financial Management or Accounting or Diploma plus Tech in Financial Management. Five (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 license.

**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.

POST: **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**

Centre: Themba Hospital
Salary: R376 596 per annum (Level 9) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements)

REFERENCE NO.: MPDoH/April/19/51

**REQUIREMENTS:** Minimum 3 year degree/national diploma in Supply Chain Management /Accounting or Equivalent NQF 7 qualification with Three (3) to (5) years working experience in the area of Supply Chain Management. Proven supervisory experience. Experience in Acquisition of Goods and Services. Demand and Contract management. Knowledge of PFMA, National Treasury Regulations, BBBEE, PPPFA, procurement policies and procedures. Computer Literacy: Presentations skills. Must have experience on Government systems (BAS & LOGIS). Management skills, excellent interpersonal relations, good communication skills. Presentation skills. Valid driver’s license.

**DUTIES:** Implementation of Supply Chain Management and Asset management policies and procedures in the Department. Oversee, coordinate, and advise on the process of drafting specifications/terms of reference and special condition of contract; Compile a procurement plan. Compliance to monthly SCM reports. Oversee the utilization of the Central supplier Database in the bid/quotation processes; Control and oversee a compliant execution of the bid/quotation processes. Contract
Management. Compilation of asset management reports. Management of Asset disposal process. Management of Human Resources in the unit including performance assessment of the officials in the unit. Provide training to officials on new developments. Identify and mitigate risk within the unit. Administer demand management plans for all sub units and Manage inventory (stock counts and reports).

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POST: FACILITY MANAGER: FORENSIC HEALTH SERVICES
Centre: Themba Forensic Office, KaBokweni
Salary: R444 693 per annum plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements
REFERENCE NO.: MPDoH/April/19/51

REQUIREMENTS: An appropriate recognized 3 year Degree or Diploma. At least 5 years management experience. Valid Code B driver’s licence. Ability to work in a medico-legal laboratory environment. An in-depth knowledge of the relevant legislations, regulations and policies governing medico-legal procedures and investigations. Knowledge of the Public Service and the related HR policies and practices. An understanding of forensic pathology services including the operations, procedures and documentation in medico-legal laboratories. Knowledge and interest in transforming the service which can lead to improvements of existing methods techniques and procedures. Ability to work independently. Planning and organising skills. Leadership skills. Preparedness and the ability to work under real pressure in order to meet deadlines. Strong interpersonal, written and verbal communication skills. Computer literacy with ability to use the MS Office package.

DUTIES: Render support to the District Coordinator. Execute the management function of the Medico–Legal Laboratory in order to achieve its objective. Manage all the key resources effectively. Effective management of waste disposal. Implement health and safety measures according to the OHSA and related regulations. Ensure continued support to the Forensic Pathologist or Medical Doctor. Assist with post mortem where necessary. Attend at court when necessary. Compile and implement effective and efficient disaster plans. Compile monthly report, statistics and other relevant data as per prescripts.

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POST: ENROLLED NURSING ASSISTANT (3 POSTS)
Centre: Matikwana Hospital
Salary: R132 525 – 149 163 per annum (OSD) plus Benefits: Rural allowance, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements)

REFERENCE NO.: MPDoH/April/19/52

REQUIREMENTS: Grade 12 or equivalent qualification. Certificate as Enrolled Nursing Assistant. Current registration with the South African Nursing Council. Passion for working with mentally ill patients. Ability to work within a team, good interpersonal and communication skills. Knowledge of the National Core Standards, Public Service Regulations and Patient Rights Charter, Batho Pele principle and other Public Service Legislative framework. Previous Psychiatric experience will be an added advantage. Proof of current registration with SANC.

DUTIES: Assist and supervise patients with activities of daily living, i.e. maintain good hygiene, nutrition, and measure and record vital signs. Assist with the preparation of patients for diagnostic surgical and other medical procedures. Escort patients for clinical procedures and other errands as required by the Supervisor. Maintain professional conduct as required by the Public Service Code of Conduct and SANC. Attend in-service training as required. Relieve in other wards when the need arise. Preferably male nurses of any race, to address the needs of the Mental Health Care Users.

POST: ENROLLED NURSING ASSISTANT (10 POSTS)
Centre: Mapulaneng Hospital
Salary: R132 525 – R149 163 per annum (OSD)
REFERENCE NO.: MPDoH/April/19/53

REQUIREMENTS: Grade 12 or equivalent qualification. Certificate as Enrolled Nursing Assistant. Current registration with the South African Nursing Council. Passion for working with mentally ill patients. Ability to work within a team, good interpersonal and communication skills. Knowledge of the National Core Standards, Public Service Regulations and Patient Rights Charter, Batho Pele principle and other Public Service Legislative framework. Previous Psychiatric experience will be an added advantage. Proof of current registration with SANC.

DUTIES: Assist and supervise patients with activities of daily living, i.e. maintain good hygiene, nutrition, and measure and record vital signs. Assist with the preparation of patients for diagnostic surgical and other medical procedures. Escort patients for clinical procedures and other errands as required by the Supervisor. Maintain professional conduct as required by the Public Service Code of Conduct and SANC. Attend in-service training as
required. Relieve in other wards when the need arise. Preferably male nurses of any race, to address the needs of the Mental Health Care Users

POST: CLINICAL PROGRAMME CO-ORDINATOR (QUALITY ASSURANCE)
Centre: Ehlanzeni District Office
Salary: R444 276 – R500 031 per annum (OSD) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements
REFERENCE NO.: MPDoH/April/19/54

REQUIREMENTS: An appropriate Bachelor’s degree in health related field or equivalent qualification. A Qualification in total quality management will be an added advantage. Seven (7) years’ experience as professional nurse. Registration with SANC as a Professional Nurse, Understanding of Quality Assurance policy. Computer literacy. Knowledge and understanding of Quality Assurance policy. Good interpersonal relations. Presentation skills. Ability to plan and organize. Conflict management skills. People management skills.

DUTIES : Co-ordinate Quality improvement programs. Compile reports on compliance and noncompliance to quality standards. Develop and ensure implementation of policies, norms and standards with regard to quality management. Facilitate development of service delivery plans for the institution. Conduct time flow studies. Conduct client satisfaction surveys, initiate quality improvement projects, complaints management

POST: PROFESSIONAL NURSE (PNB1) SPECIALTY – 2 POSTS
Centre: Goromane Clinic; Schulzendal Clinic
Salary: R383 226 – 444 276 per annum (OSD) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements
REFERENCE NO.: MPDoH/April/19/55

REQUIREMENTS: Basic qualification accredited by the SANC in terms of Government Notice 425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows for registration with the SANC as a professional Nurse plus a post-basic nursing qualification with a duration of at least one(1) year, accredited with SANC in terms of Government Notice No.R212 in the relevant specialty. Current proof of registration with the South African Nursing Council as a Professional Nurse. Nine (9) years appropriate or recognizable experience in nursing after registration as a
Professional Nurse in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience after post-basic qualification in the relevant specialty. Good leadership and management abilities.

**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. Maintain constructive work relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multidisciplinary team work). Participate in the analysis and implementation of nursing guidelines, practice standards and procedures. Monitor and ensure proper utilization of human, financial and physical resources. Utilize information technology and other management information systems to manage information for the enhancement of service delivery at CHC.

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**POST:** 
**PROFESSIONAL NURSE GRADE 1 (GENERAL NURSING) 2 POSTS**

**Centre:** Goromane Clinic; Schulzendal Clinic

**Salary:** R256 905 – 297 825 per annum (OSD) plus rural allowance

**REFERENCE NO.:** MPDoH/April/19/56

**REQUIREMENTS:** Registration with the South African Nursing Council as a General Nurse and Midwife. Ability to work independently. Must be able to work under pressure and manage heavy patient loads. Good verbal and report skills. Good interpersonal skills, commitment and dedication. Ability to implement and manage changes. Valid driver's license will be a recommendation.

**DUTIES:** Provide health care services in the hospital. Help with supervision and performance and evaluation of junior staff members. Implement appropriate measures and systems to ensure quality patient care. Provide nursing care within scope of practice. Ensure the implementation of Patient Rights Charter and Batho Pele principles. Educate staff and patients. Work closely with the community. Provide comprehensive and quality nursing care according to the standards and guidelines. Keep concise and legible records and ensure that nurses do likewise. Manage medication. Adhere to Batho Pele Principles and Patient Rights Chart.

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**POST:** 
**PRINCIPAL PERSONNEL OFFICER / HUMAN RESOURCE PRACTITIONER**
Centre: Lydenburg Hospital  
Salary: R257 508 per annum (Level 7) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements) 
REFERENCE NO.: MPDoH/April/19/57

REQUIREMENTS: Senior certificate or Equivalent qualification with at least 5 years’ experience in Human Resource unit. This should include working with appointment, Service conditions, PMDS and crafting of submissions relating thereto. Extensive knowledge and experience in PERSAL including interpreting Persal report. Have certificated in PERSAL. Knowledge of the procedure on Incapacity leave and ill-health retirement (PILLAR) the ability to handle tasks of Multi-disciplinary nature. Self-motivated and creative and the ability to work under pressure. Sound communication and interpersonal skills. Analytical skills problem solving and decision makes skills. Computer literacy in particular MS Excel & Word. A valid Code B driver’s license will serve as an added advantage.

DUTIES: Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, secretarial functions for interviews, absorptions, probationary periods, etc), Performance management, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide, and advice the personnel on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Create and update leave records. 

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POST: SENIOR PERSONNEL PRACTITIONER / HUMAN RESOURCE PRACTITIONER  
Centre: Shongwe Hospital  
Salary: R316 791 per annum (Level 8) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements)  
REFERENCE NO: MPDoH/April/19/58

REQUIREMENTS: A degree or Diploma in Human Resource Management or Grade 12 or equivalent qualification plus minimum of at least six (6) years relevant experience. Certificate in PERSAL training will be an added advantage. Knowledge, skills and competencies: Extensive knowledge in recruitment and selection, service conditions, and other human resource related duties. Knowledge
and understanding of Government prescripts, good communication skills, presentation skills. Knowledge of PERSAL. Report writing skills and ability to interact with people at all levels. Possession of a valid drivers’ licence.

**DUTIES:**

Render effective administration process of recruitment, selection and placement in HR. Develop database on transfers, service terminations, death, resignations, retirements. Administer all types of employee benefit sties Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, secretarial functions for interviews, absorptions, probationary periods, etc). Performance management, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide, and advice the personnel on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Create and update leave records.

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All applications for these posts should be sent / forwarded to:

<table>
<thead>
<tr>
<th>The District Manager OR Hand delivered to:</th>
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<tbody>
<tr>
<td>Ehlanzeni District Office</td>
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<tr>
<td>Private Bag x11278</td>
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<tr>
<td>MBOMBELA 1200</td>
</tr>
<tr>
<td>66 Anderson Street</td>
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<tr>
<td>Justice Street</td>
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<tr>
<td>MBOMBELA 1200</td>
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For attention: Mr. I Zitha

All enquiries to be directed to: Ms. Innocentia Mthombeni (013 7555 100)

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**GERT SIBANDE DISTRICT**

**POST:** DEPUTY DIRECTOR: FINANCE
Centre: Gert Sibande District Office, Ermelo
Salary: R733 257 per annum (Level 11) plus service benefits
REFERENCE NO.: MPDoH/April/19/60

**REQUIREMENTS:** Applications must be in possession of a three – year tertiary qualifications with accounting coupled with at least four years’ relevant experience in financial management at
supervisory/management level. Excellence in computer skills such as Ms Word and Excel Spreadsheet application of any software, financial analytical skills, will be a prerequisite. Extensive knowledge of all relevant legislation. Practical knowledge of Basic Accounting System (BAS) and LOGIS including SCOA (Standard Chart of Accounts). A valid driver’s licence. Analytical skills.

**DUTIES:**
Responsible to ensure sound Financial Accounting which includes: Preparation and maintenance of bank reconciliation statements. Preparation, Compilation and interpretation of Interim and Annual Financial Statements. Ensure that all payments for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Reconcile all ledger accounts with control accounts in the Ledger. Liaise with relevant role players regarding transversal financial matters. Providing sound advice on financial accounting matters. Ensure that all financial records and documents are kept safe and up to date.
Must be able to identify, develop and implement internal controls (including policies) to prevent unauthorized, irregular and fruitless and wasteful expenditure. Ensure effective management of Debtors. Undertake human resource and other related administrative functions.

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**POST:** ASSISTANT MANAGER: PRIMARY HEALTH CARE – 4 POSTS
**Centre:** Chief Albert Luthuli Sub-District; Dr. Pixley KaSeme Sub-District; Govan Mbeki Sub-District; Mkhondo Sub-District
**Salary:** R614 991 – R692 166 per annum (OSD) plus Benefit: Rural allowance, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirement)

**REFERENCE NO.:** MPDoH/April/19/61

**REQUIREMENTS:** Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic qualification with duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with SANC. Registration with a professional council: Registration with the SANC as Professional Nurse. **Experience:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post-basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management

**DUTIES:** Support to overall management of Clinical, HRM, Financial and Supply Chain Management of community day centres in the PHC Platform. Facilitate the development of community participation programmes and support facility based services for geographical area (Southern/Western sub-districts). Ensure implementation of standards for safe patient care for PHC Platform. Responsible for planning, co-ordination, supervision and control of PHC services for geographical area. Ensure that prescribed policies and procedures are implemented and contribute to quality patient care. Personnel development, i.e. assessing in-service training needs and planning for PHC Platform.

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**POST:** OPERATIONAL MANAGER: PNB3 (SPECIALTY) – 11 POSTS

Centre: Amersfoort Clinic; Amsterdam CHC; Davel Clinic; Dirkiesdorp Clinic; Emthonjeni Clinic; Kempville Clinic; KwaNgema Clinic; Morgenzon Clinic; Nthoroane CHC; Piet Retief Clinic; Kwa Zanele Clinic

Salary: R562 800 – R633 433 per annum (OSD) plus Benefit: Rural allowance, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirement)

**REFERENCE NO.:** MPDoH/April/19/62

**REQUIREMENTS:** Degree / National Diploma in nursing that allow registration with the SANC as a Professional Nurse and Midwifery. Proof of registration with SANC as Professional Nurse and Midwifery. A post basic nursing qualification, with duration of at least one (01) year accredited with SANC in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. A minimum of nine (09) years appropriate / recognisable experience in Nursing after registration as professional nurse with SANC in General Nursing of which at least five (5) years must be appropriate experience after obtaining the one (01) year post basic qualification in Primary Health Care. Current SANC receipt (2019). Proof of current and previous working experience endorsed by Human Resource Manager must be attached. Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Recommendation: Nursing Administration. Valid driver’s licence. Knowledge, Skills, Attributes and Abilities: Knowledge of SANC Rules and Regulations. Knowledge of Legislative Framework and Departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial and national acts and policies.
Knowledge of sound nursing care delivery approaches. Basic financial management skills. Knowledge of human resource management. Ability to formulate vision, mission and objectives of the unit. Communication skills and decision-making. Ability to provide mentoring and coaching to her / his supervisees. Leadership and supervisory skills.

DUTIES:

Supervision of all Primary Health Care services within the institution. Provision of quality comprehensive community health care. Analyze the operational imperatives set in the National PHC package of services, national health norms and standards, provincial strategic and annual plans, policies and guidelines.

Monitor PHC outputs and services on a monthly basis to review performance and provide feedback to PHC units, facilities and their management, as well as sub-district, hospital and district management. Evaluate PHC services in terms of standards outcomes and impact indicators by analysis of data.

Facilitate and ensure an integrated and inter sectoral approach in planning and implementation at all facilities, units and teams to provide comprehensive PHC approach to community, family interventions and PHC clinic services. Exercise control of discipline, grievance and any other labour related issues in terms of laid down procedures. Contribute to the realization of ideal clinic (ICRM) status. Implement and monitor staff performance in terms of EPMDS. Advocate for resources at management level and have input into the budget for PHC in the service area. Ensure effective, efficient and economical use of allocated resources.

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POST: CLINICAL PROGRAMME CO-ORDINATOR: QUALITY ASSURANCE 3 POSTS
Centre: Amajuba Memorial Hospital; Evander Hospital; Embuleni Hospital
Salary: R444 276 – R500 031 per annum (OSD)
REFERENCE NO.: MPDoH/April/19/64

REQUIREMENTS: Grade 12 or (Senior certificate). Diploma / Degree or equivalent qualification in nursing PLUS Minimum of 7 years appropriate & recognizable nursing experience after registration as a Professional nurse with SANC in general nursing. Current registration with SANC (2018 SANC receipt). Valid driving licence. Proof of computer literacy – MS Office (Word, Excel, Outlook & PowerPoint). Proof of current experience endorsed and stamped by Human Resources. Knowledge, Skills, Training and
Competencies Required: Strong interpersonal, communication and presentation skills. Sound project management skills. Ability to make independent decisions. A strong policing / auditing aptitude. An understanding of the challenges facing the public health sector. High levels of accuracy. Proven 23 initiative, decisiveness and to acquire new knowledge swiftly. Report writing skills. Financial Management skills. Empathy and counselling skills and knowledge. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with the time frames.

DUTIES:

Key Performance Areas: Conduct inspections to ensure that Quality Assurance plans are implemented and that practices are according to specified policy. Perform training and guidance activities to instil a culture of service delivery in all service areas within the district. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery at all district health institutions. Ensure that Quality Assurance committees are established; that these have quality improvement projects and that significant change is recognised and rewarded. Identify best practice and implement these to continuously advance Quality Assurance in the District. Interact with university and COHSASA role players to enhance the Quality Assurance procedures and practices. Perform quality improvement audits and survey monthly and report to senior management. Identify, facilitate and co-ordinate all Quality Improvement Plans. Ensure implementation of National Core Standard and Provincial initiatives (Patients Right Charter, Batho Pele programmes etc). Ensure that all facilities conduct Patients Experience of Care and Waiting Times Surveys. Ensure planning, co-ordination, implementation, monitoring and evaluation of the Quality Assurance programmes within the district. Co-ordinate all aspects of National Core Standards. Programme including assessments and activities to achieve National Core Standards accreditation. Co-ordinate peer review assessments. Visit facilities maintain reports of such visits. Ensure all facilities develop Quality Improvement Plans, action plans and submit monthly quarterly and annual reports. Conduct district quality assurance meetings and attend provincial quality meetings. Provide training and update clinical and non-clinical staffs on quality issues. Ensure clinical and nursing audits are conducted to evaluate patient care. Participate in adverse events, complaints and various other related committees to improve quality. Ensure all facilities conduct Patient Experience of Care and Waiting Times surveys. Co-ordinate Batho Pele and good governance programmes. Co-
ordinate activities for service excellence. Support all facilities to ensure the attainment of quality compassionate patient care

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POST: CHIEF ORTHOTIC FOOTWEAR
Centre: Medical Orthotic Prosthetic - Ermelo Office
Salary: R466 119 – 517 326 per annum (OSD) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements
REFERENCE NO.: MPDoH/April/19/65

REQUIREMENTS: National diploma in Medical Orthotics and Prosthetist. Registration with HPCSA as a Medical Orthotic and Prosthetist. Experience.

DUTIES: Consultation with Medical practitioners on type of Orthosis\ Prosthesis needed. Taking measurements \ plaster cast of patients. Selection of appropriate materials. Design of Orthosis \ prosthesis. Preparation of cast \ drawing. Manufacturing of the Orthosis \ Prosthesis. Fitting and adjustment of Orthosis\ Prosthesis and cosmetic finishing off Orthosis\ prosthesis.

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POST: OPERATIONAL MANAGER (PNB3) SPECIALTY (Theatre)
Centre: Ermelo Hospital
Salary: R562 800 – R633 432 per annum (OSD) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements
REFERENCE NO.: MPDoH/April/19/66

REQUIREMENTS: Registration with S.AN.C as a Professional nurse. Diploma / degree in General nursing (Bridging course or Four year Comprehensive course). Diploma in Midwifery. Post basic qualification in Operating Theatre Technique 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 and skills:** Strong leadership and good communication skills. Knowledge of Health 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 Operating Theatre and CSSD 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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**POST:** ENROLLED NURSE – 5 POSTS
**Centre:** Nhlanzatshe 6 Clinic (3); Vukuzakhe Clinic (2)
**Salary:** R171 381 – 192 879 per annum (OSD)
**REFERENCE NO.:** MPDoH/April/19/67

**REQUIREMENTS:** Registration as an Enrolled Nurse with SANC. Minimum of 2 years appropriate/recognizable nursing experience after registration with SANC. Good interpersonal skill. Good understanding of customer care. Communication skills. Basic knowledge of laws that govern the profession. Basic nursing skills.

**DUTIES:** Render comprehensive care in the clinic according to scope of practice. Participate in quality improvement programme. 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, intellectuals, 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. Communicate effectively with patients, supervisors and other clinicians.

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**POST:** LAUNDRY SUPERVISOR
**Centre:** Ermelo Hospital
**Salary:** R145 281 per annum (Level 4) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements)
**REFERENCE NO.:** MPDoH/April/19/68
REQUIREMENTS: Grade 10/12 appropriate experience. Must be able to read and write. Good interpersonal relations Communication skills Supervision and control of subordinates.

DUTIES: Perform routine tasks related to the linen and Maintenance of equipment. Ordering and control of laundry stocks Maintain of records and compile daily reports Control issuing of linen. Implement Performance Management and Development Provide in service training. Apply disciplinary measures when necessary. Apply prescribed safety and precautionary measure.

POST: ENROLLED NURSING ASSISTANT (10 POSTS)
Centre: Ermelo Hospital
Salary: R132 525 – R149 163 per annum (OSD) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements)
REFERENCE NO.: MPDoH/April/19/69

REQUIREMENTS: Grade 12 or equivalent qualification. Certificate as Enrolled Nursing Assistant. Current registration with the South African Nursing Council. Passion for working with mentally ill patients. Ability to work within a team, good interpersonal and communication skills. Knowledge of the National Core Standards, Public Service Regulations and Patient Rights Charter, Batho Pele principle and other Public Service Legislative framework. Previous Psychiatric experience will be an added advantage. Proof of current registration with SANC.

DUTIES: Assist and supervise patients with activities of daily living, i.e. maintain good hygiene, nutrition, and measure and record vital signs. Assist with the preparation of patients for diagnostic surgical and other medical procedures. Escort patients for clinical procedures and other errands as required by the Supervisor. Maintain professional conduct as required by the Public Service Code of Conduct and SANC. Attend in-service training as required. Relieve in other wards when the need arise. Preferably male nurses of any race, to address the needs of the Mental Health Care Users.

POST: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT
Centre: Ermelo Hospital
Salary: R376 596 per annum (Level 9) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements)
REFERENCE NO.: MPDoH/April/19/70
**REQUIREMENTS:** Minimum 3 year degree/national diploma in Supply Chain Management /Accounting or Equivalent NQF 7 qualification with Three (3) to (5) years working experience in the area of Supply Chain Management. Proven supervisory experience. Experience in Acquisition of Goods and Services, Demand and Contract management. Knowledge of PFMA, National Treasury Regulations, BBBEE, PPPFA, procurement policies and procedures. Computer Literacy: Presentations skills. Must have experience on Government systems (BAS & LOGIS). Management skills, excellent interpersonal relations, good communication skills. Presentation skills. Valid driver’s license.

**DUTIES:**

Implementation of Supply Chain Management and Asset management policies and procedures in the Department. Oversee, coordinate, and advise on the process of drafting specifications/terms of reference and special condition of contract; Compile a procurement plan. Compliance to monthly SCM reports. Oversee the utilization of the Central supplier Database in the bid/quotation processes; Control and oversee a compliant execution of the bid/quotation processes. Contract Management. Compilation of asset management reports. Management of Asset disposal process. Management of Human Resources in the unit including performance assessment of the officials in the unit. Provide training to officials on new developments. Identify and mitigate risk within the unit. Administer demand management plans for all sub units and Manage inventory (stock counts and reports).

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**POST:** LABOUR RELATIONS OFFICER  
**Centre:** Gert Sibande District Office, Ermelo  
**Salary:** R257 508 per annum (Level 7) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements  
**REFERENCE NO.:** MPDoH/April/19/71  

**REQUIREMENTS:** A relevant 3- year tertiary qualification in HRM with a minimum of 3 years' experience in Labour Relation or Grade 12 qualification with 3 - 5 demonstrable experience in Labour Relations in the Public Service. Knowledge of Misconduct Management, Grievance Management, Collective Bargaining, Dispute resolution and other relevant legislations applicable within the Public Sector. Verbal and written communication skills. Report writing skills. Be able to work independently. Conflict management Computer literacy, knowledge in MS Office package. Knowledge of PERSAL will an added advantage.

**DUTIES:** Write reports inter-alia Misconduct report and Grievance reports.
Investigate allegations of misconduct and/or grievance. Be able to draft charge sheets, prepare witnesses and represent the Employer in disciplinary and/or grievance hearings. Analyses trends and advise management on serious adverse events cases, forensic cases and hotline cases. Identify labour relations training needs for Managers, Supervisors and Employees in the department. Conduct labour relations training. Ensure compliance of Code of Conduct. Support and/or advice management on progressive discipline. Be a link between Management and recognized Labour Unions. Facilitate and chairing Bi-lateral and Multi-lateral meetings within the institution. Provision of advice to employees and management on labour relations matters

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POST: PROFESSIONAL NURSE GRADE 1 – GENERAL NURSE (6 POSTS)
Centre: Nhlanzatshe 6 Clinic (4); Vukuzakhe Clinic (2)
Salary: R256 905 – R297 825 per annum (OSD)
REFERENCE NO.: MPDoH/April/19/72

REQUIREMENTS: Basic R425 or R683 qualification with midwifery (Diploma/Degree in Nursing that allows registration with South African Nursing Council as a Professional Nurse. Proof of current registration with SANC.

DUTIES: Provision of high quality nursing care that is holistic and is patient centred. Ensuring that nursing care provided is within the scope of practice of nurses and the legal framework. Maintain a professional and ethical practice as well as enabling environment for ethical practice. Maintain a constructive working relationship with nursing and other stakeholders. Participate in management and utilize physical, financial and human resources to fulfil operational and developmental functions in accordance with legislation and policies. Participate in research, training of staff, students, personal development and CPD (continuing Professional Development). Ensure compliance with six key priorities.

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Applications for Gert must be sent to:

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<tr>
<th>The District Manager</th>
<th>OR</th>
<th>Hand delivered to:</th>
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<tbody>
<tr>
<td>Gert Sibande District Office</td>
<td></td>
<td>39 Jan Van Riebeeck Street</td>
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<td>Private Bag x 9028</td>
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<td>ERMELO</td>
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<td>ERMELO 2350</td>
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For attention: Mr. MA Dhladhla

All enquiries to be directed to: Mr. CD Mnisi (017 811 1642)

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NKANGALA DISTRICT

POST: PRIMARY HEALTH CARE MANAGER
Centre: Steve Tshwete Sub- District
Salary: R942 482 per annum (OSD) plus Benefit: Rural allowance, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirement)

REFERENCE NO.: MPDoH/April/19/73

REQUIREMENTS: A postgraduate degree / diploma in health related field or equivalent qualification. At least three (3) to five (5) years’ experience in Management Services preferably in health related field. An honours or master’s degree will be an added advantage. Knowledge and understanding of the District Health System, including District hospitals and Community Based Health Services. Experience in accounting to communities e.g. Health committees and Facility Boards. Knowledge and experience of financial and human resource management applicable to the Public Service. Proven experience in the provision and management of health services. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive Service Plan. Familiar with the drafting and implementation of both Annual Performance and District Health Plans. Verbal and written communication skills. Driver’s license. Skills: Communication skills. Problem solving skills. Decision making skills. Presentation skills. Good and human relation and analytic skills. Be able to work under pressure.

DUTIES: Manage the implementation of the full package of district health services (including district hospitals and sub-acute services) within the district, in line with the Departmental Comprehensive Service Plan. Manage the implementation of health programmes within the district. Ensure that quality of care is maintained and improved in the district. Responsible as budget holder and financial manager for the district. Responsible for human resource management in the district. Co-ordinate the rendering of professional support services (including information management) within the district. Manage key partnerships within the district, especially with the communities, local government,
universities and non-profit organizations (NGO’s). Advise the department on legislation, regulations and collective agreements and implement a talent management model that attracts and retains productive teams. Serve as a member of the Senior Management Team. Actively contribute to the formulation and implementation of the departmental strategic plan. Communicate report and integrate the outputs of the chief directorate, internally in the department and externally with all stakeholders.

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**POST:** OPERATIONAL MANAGER (PNB3) SPECIALTY (THEATRE)

**Centre:** Bernice Samuel Hospital

**Salary:** R562 800 – R633 432 per annum (OSD) plus Benefit: Rural allowance, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirement)

**REFERENCE NO.:** MPDoH/April/19/75

**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 Operating Theatre Technique 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 and skills:** Strong leadership and good communication skills. Knowledge of Health 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 Operating Theatre and CSSD 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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**POST:** OPERATIONAL MANAGER (PNB3) SPECIALTY (11 POSTS)

**Centre:** Boekenhouthoek Clinic; Botleng Clinic; Empumeleweni CHC; Emthonjeni Clinic; Kameelrivier Clinic; Kliplaatdrift Clinic; KwaZamokuhle Clinic; Marapyane CHC; Phake Clinic; Pieterskraal Clinic; Sakhelwe Clinic

**Salary:** R562 800 – R633 432 per annum (OSD) plus Benefit: Rural
allowance, Medical Aid (optional), Housing Allowance
(employee must meet prescribed requirement

REFERENCE NO.: MPDoH/April/19/76

REQUIREMENTS: Degree / National Diploma in nursing that allow registration with the SANC as a Professional Nurse and Midwifery. Proof of registration with SANC as Professional Nurse and Midwifery. A post basic nursing qualification, with duration of at least one (01) year accredited with SANC in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. A minimum of nine (09) years appropriate / recognisable experience in Nursing after registration as professional nurse with SANC in General Nursing of which at least five (5) years must be appropriate experience after obtaining the one (01) year post basic qualification in Primary Health Care. Current SANC receipt (2019). Proof of current and previous working experience endorsed by Human Resource Manager must be attached. Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Recommendation: Nursing Administration. Valid driver's licence. Knowledge, Skills, Attributes and Abilities: Knowledge of SANC Rules and Regulations. Knowledge of Legislative Framework and Departmental prescripts. Ability to formulate patients care related policies. Knowledge of provincial and national acts and policies. Knowledge of sound nursing care delivery approaches. Basic financial management skills. Knowledge of human recourse management. Ability to formulate vision, mission and objectives 112 of the unit. Communication skills and decision-making. Ability to provide mentoring and couching to her / his supervisees. Leadership and supervisory skills.

DUTIES: Supervision of all Primary Health Care services within the institution. Provision of quality comprehensive community health care. Analyze the operational imperatives set in the National PHC package of services, national health norms and standards, provincial strategic and annual plans, policies and guidelines. Monitor PHC outputs and services on a monthly basis to review performance and provide feedback to PHC units, facilities and their management, as well as sub-distRICT, hospital and district management. Evaluate PHC services in terms of standards outcomes and impact indicators by analysis of data. Facilitate and ensure an integrated and inter sectoral approach in planning and implementation at all facilities, units and teams to provide comprehensive PHC approach to community, family interventions and PHC clinic services. Exercise control of discipline, grievance and any other labour related issues in terms of laid down procedures. Contribute to the realization of ideal clinic (ICRM) status. Implement and monitor staff performance in terms of EPMDS. Advocate for resources at management level and have
input into the budget for PHC in the service area. Ensure effective, efficient and economical use of allocated resources.

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**POST:** PRIMARY HEALTH CARE SUPERVISOR  
**Centre:** Emakhazeni Sub-District  
**Salary:** R614 991 – R692 166 per annum (OSD) plus Benefit: Rural allowance, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirement)  
**REFERENCE NO.:** MPDoH/April/19/77

**REQUIREMENTS:** Basic R425 Qualification i.e. A Diploma/ Degree in Nursing. A Diploma in Clinical Nursing Assessment, treatment and Care or Community Health Nursing Science. Registration with the South African Nursing Council. Minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Minimum of 6 years recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty. Experience and Knowledge of the District Health System. Must have understanding of principles of Primary Health Care Re-engineering. Demonstrate an in depth understanding of Nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate understanding of the District Health Information System (DHIS). Demonstrate and basic understanding of HR and financial policies and practices. Must have the following skills: Administrative skills. Good interpersonal skill. Planning and organizational skills. Good written and communication skills. Problem solving and analytical skill. Basic computer literacy as a support tool to enhance service delivery. A valid Driver’s Licence

**DUTIES:** Supervise and Support allocated PHC facilities in line with the PHC Supervision Policy. Conduct monthly red flags and regular reviews. Form part of the quarterly programme in-depth reviews together with respective Programme Co-ordinators. Form part of the Sub-district and District review session to monitor progress on set targets according to the District Health Plan (DHP). Ensure that PHC facilities that she/he is responsible for are compliant with the National Core Norms and Standards. Ascertain smooth implementation of the referral system and address constraints related to continuity of care. Support initiatives of the three streams of PHC Re-engineering. Implement the Performance Management and Development System (PMDS) with Operational Managers of PHC facilities that she/he is responsible for.
POST: CLINICAL PROGRAMME CO-ORDINATOR (QUALITY ASSURANCE)

Centre: H A Grove Hospital
Salary: R444 276 – R500 031 per annum plus Benefit: Rural allowance, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirement)

REFERENCE NO.: MPDoH/April/19/78


DUTIES: Key Performance Areas: Conduct inspections to ensure that Quality Assurance plans are implemented and that practices are according to specified policy. Perform training and guidance activities to instil a culture of service delivery in all service areas within the district. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery at all district health institutions. Ensure that Quality Assurance committees are established; that these have quality improvement projects and that significant change is recognised and rewarded. Identify best practice and implement these to continuously advance Quality Assurance in the District. Interact with university and COHSASA role players to enhance the Quality Assurance procedures and practices. Perform quality improvement audits and survey monthly and report to senior management. Identify, facilitate and co-ordinate all Quality Improvement Plans. Ensure
implementation of National Core Standard and Provincial initiatives (Patients Right Charter, Batho Pele programmes etc). Ensure that all facilities conduct Patients Experience of Care and Waiting Times Surveys. Ensure planning, co-ordination, implementation, monitoring and evaluation of the Quality Assurance programmes within the district. Co-ordinate all aspects of National Core Standards Programme including assessments and activities to achieve National Core Standards accreditation. Co-ordinate peer review assessments. Visit facilities maintain reports of such visits. Ensure all facilities develop Quality Improvement Plans, action plans and submit monthly quarterly and annual reports. Conduct district quality assurance meetings and attend provincial quality meetings. Provide training and update clinical and non-clinical staffs on quality issues. Ensure clinical and nursing audits are conducted to evaluate patient care. Participate in adverse events, complaints and various other related committees to improve quality. Ensure all facilities conduct Patient Experience of Care and Waiting Times surveys. Co-ordinate Batho Pele and good governance programmes. Co-ordinate activities for service excellence. Support all facilities to ensure the attainment of quality compassionate patient care

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POST: INFORMATION OFFICER (2 POSTS)
Centre: Mmametlhake Hospital; H A Grove Hospital
Salary: R257 508 per annum (Level 7) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements
REFERENCE NO.: MPDoH/April/19/79

REQUIREMENTS: Matric Certificate, appropriate Bachelor’s degree and/or equivalent qualification will be an added advantage. At least 3 years’ experience in health information. Extensive knowledge of the DHIS (District Health Information System). Good presentation skills and ability to communicate at all levels. Advanced knowledge of Ms Word, Excel and Power point. Good analytic skills. Report writing skills. Ability to work under pressure and meeting deadlines. A valid driver’s license.

DUTIES: To coordinate implementation of the health information systems in the hospital facility. Support health workers in the implementation of the information systems and in data collection. Conduct data quality assessments. Ensure monthly and quarterly reporting of information to the district and province. Facilitate other information not Collected by the DHIS. Support district/facility managers, programme managers and management. Develop capacity in information Management. Generate reports as required. Participate actively in health information issues and research.
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<td>Nkangala District Office</td>
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<td>Private Bag x7296</td>
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Hand delivered to:

| Piet Koornhof Building        |                                          |
| Justice Street                |                                          |
| EMALAHLENI                    |                                          |
| 1035                          |                                          |

For attention: Ms. S Matheba

All enquiries to be directed to: Ms. S Matheba (013 658 1070)

PROVINCIAL OFFICE

POST: DIRECTOR: HOSPITAL SERVICES
Centre: Gert Sibande District Office, Ermelo
Salary: R1 005 063 per annum (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.

REFERENCE NO.: MPDoH/April/19/80

REQUIREMENTS: A Tertiary qualification, preferably in Health Sciences and at least three (3) years’ relevant experience in the public health service. Sound knowledge of and experience in health services delivery at hospital levels within the District Health System in line with relevant legislation and policies at all levels of government. A Master’s Degree in Public Health and a postgraduate Management qualification will be an added advantage. Competencies: Strategic capabilities and leadership, financial management, project management, problem-solving and analysis skills. Change management. Good negotiating, decision making, interpersonal and time management skills. Computer literacy. Conflict management, client orientation and customer focus. A proactive thinker with excellent decision making skills. Ability to communicate and implement strategic objectives within an overall provincial framework. Driver’s license.

DUTIES: Manage and facilitate the provision of hospital services in the District. Facilitate the implementation of provincial Health
Policies. Manage and coordinate Hospital Organisation and Community Health Services. Coordinate and facilitate the intra and inter district referral system.

NOTE: Short listed candidates will need to undergo a competency assessment and write a Technical exercise.

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POST: DIRECTOR: PRIMARY HEALTH CARE
Centre: Provincial Office, Nelspruit
Salary: R1 005 063 per annum (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.

REFERENCE NO.: MPDoH/April/19/81

REQUIREMENTS: An undergraduate qualification (NQF Level 7) in health related field as recognised by SAQA. Five (5) years’ experience at a senior managerial level preferably in health related field. An honours or master’s degree will be an added advantage. Knowledge and understanding of the District Health System, including District hospitals and Community Based Health Services. Experience in accounting to communities e.g. Health committees and Facility Boards. Knowledge and experience of financial and human resource management applicable to the Public Service. Proven experience in the provision and management of health services. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive Service Plan. Familiar with the drafting and implementation of both Annual Performance and District Health Plans. Verbal and written communication skills. Driver’s license. Skills: Communication skills. Problem solving skills. Decision making skills. Presentation skills. Good and human relation and analytic skills. Be able to work under pressure.

DUTIES: Manage the implementation of the full package of district health services (including district hospitals and sub-acute services) within the district, in line with the Departmental Comprehensive Service Plan. Manage the implementation of health programmes within the district. Ensure that quality of care is maintained and improved in the district. Responsible as budget holder and financial manager for the district. Responsible for human resource management in the district. Co-ordinate the rendering of professional support services (including information management) within the district. Manage key partnerships within the district, especially with the communities, local government, universities and non-profit organizations (NGO’s). Advise the department on legislation, regulations and collective agreements and implement a talent management model that attracts and
retains productive teams. Serve as a member of the Senior Management Team. Actively contribute to the formulation and implementation of the departmental strategic plan.

Communicate report and integrate the outputs of the chief directorate, internally in the department and externally with all stakeholders.

NOTE: Short listed candidates will need to undergo a competency assessment and write a Technical exercise.

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POST: DIRECTOR: MENTAL HEALTH
Centre: Provincial Office, Nelspruit
Salary: R1 005 063 per annum (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.

REFERENCE NO.: MPDoH/April/19/82

REQUIREMENTS: An appropriate Bachelor’s degree in Health/Medical Science or equivalent qualification. Registration with a recognised Health Professional Council. A qualification in Master Public Health would be an added advantage. At least 5 years’ experience in Mental Health Care Programme Management, of which 3 years should have been at Middle Management level. A working knowledge of and experience within the focus areas of Mental Health care and substance abuse as well as its support systems. The ability to respond promptly and appropriately. Good leadership qualities, with a clear demonstration of management research, monitoring and evaluation. Good leadership qualities, with a clear demonstration of management abilities. The ability to coordinate multi-disciplinary and sectoral activities. Good communication skills. Computer literacy. A valid driver’s license. Strategic capability and leadership. Programme and project management skills. Financial management skills. Change and knowledge management skills. Service delivery innovation. Problem-solving and analysis skills. People management and empowerment. Client orientation and customer focus. Honesty and integrity.

DUTIES: Manage the development and implementation of policy frameworks for mental health hospital, forensic and review board, child, adolescent, family and mental health promotion, community and substance abuse services. Support districts to provide stewardship in the implementation of mental health and substance policies and legislations, strengthening district and community mental health services. Liaise and maintain healthy
relations with stakeholders working in collaboration with mental
health and substance abuse services. Manage risks and audit
queries within the area of work and manage human and physical
resources. Develop and implement evaluation and monitoring
system for the whole program. Monitor and evaluate
implementation of services by CHCs and clinics. Provide
equitable access to appropriate mental health care services.
Manage and co-ordinate implementation of mental health care
packages. Strengthen mental health care integration. Prepare
reports on mental health care and substance abuse services.
Conduct research and use the results to monitor and manage
trends in mental health and substance abuse

NOTE: Short listed candidates will need to undergo a competency
assessment and write a Technical exercise.

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POST: DIRECTOR: INFRASTRUCTURE PLANNING
Centre: Provincial Office, Nelspruit
Salary: R1 005 063 per annum (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

REFERENCE NO.: MPDoH/April/19/83

REQUIREMENTS: A Bachelor’s degree in a Health related field. A Master's Degree
in Public Health and a postgraduate Management qualification
will be an added advantage. At least five (5) years post-
qualification relevant experience. Knowledge, skills and
competencies: Knowledge of both national and provincial health
policy and legislation. Knowledge of the PFMA, DoRA and IDIP.
Excellent analytical skills. Excellent written and verbal
communication ability. Computer literacy. Possession of a valid
Code B driver’s licence.

DUTIES: Co-ordination and facilitation of departmental strategic and
operational planning processes and the formulation and analysis
of relevant policies. Manage the implementation of monitoring
and evaluation systems for performance including the
management of routine health information. Ensures that
information systems support current and future needs of the
department Manage, co-ordinate and conduct epidemiological
surveillance and research. Facilitate and co-ordinate the
implementation of special and flagship programmes. Ensure
compliance with the Public Finance Management Act of 1999 and
Treasury Regulations, National Health Act and all relevant
prescripts.
NOTE: Short listed candidates will need to undergo a competency assessment and write a Technical exercise.

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POST CHIEF EXECUTIVE OFFICER
Centre: Mapulaneng Hospital
Salary: R1 005 063 per annum (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.

REFERENCE NO.: MPDoH/April/19/84

REQUIREMENTS: A Degree / Advanced Diploma in a health related field. Registration with the relevant professional council plus a Degree / Diploma in Health Management or a Degree / Advanced Diploma in a Management field. At least five (5) years management experience in the health sector at least at middle management. Experience as a health service manager or significant experience in management in a health service environment. A valid Code B driver’s licence is an inherent requirement. Competencies: Knowledge: Knowledge of relevant legislations such as National Health Act, Public Finance Management Act (PFMA), public Service and related regulations and policies. Core-competencies: strategic capabilities and Leadership programme and project management, financial management, change management, people management and empowerment. Process 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 effective 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 ten (10) point plan, National, Provincial, Regional and District Plans. Financial Management: Maximise revenue through collection of all income due to the hospital, ensure that the hospital is managed within budget in line with PFMA and relevant guidelines, ensure that adequate policies, systems and procedures 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 system and procedure are in place to ensure planning and timeous maintenance of facilities and equipment.

**Human Resource Management:** Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. **Procurement and Management of Equipment and Suppliers:** 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 and services are procured in a cost-effective and 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.

**NOTE:** Short listed candidates will need to undergo a competency assessment and write a Technical exercise.

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**POST:** DISTRICT PHARMACIST  
Centre: Provincial Office, Nelspruit  
Salary: R897 936 – R953 040 per annum (Level 11) OSD benefits depending on years’ experience  
REFERENCE NO.: MPDoH/April/19/85  

**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 stakeholders. 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.

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POST: CLINICAL ADVISOR: HIV
Centre: HAST - Provincial Office, Nelspruit
Salary: R1 089 693 – R1 362 366 per annum (OSD) benefits depending on years’ experience
REFERENCE NO.: MPDoH/April/19/86

REQUIREMENTS: MBCHB, current registration with HPCSA, 5 years’ experience with HIV management. Strong knowledge and experience with HIV/AIDS care and treatment, preferably with Adult, adolescent and pediatric experience. Understanding of healthcare systems in resource-limited settings. Excellent oral and written English communication skills. Respect for the political process and protocols involved in government programs. Clinician with strong HIV/AIDS. Experience: Experience in providing direct care and ARV treatment, including the use of second and third line agents. Mastery of managing complex opportunistic infections and ARV toxicities. Knowledge of other issues of medical concern in Mpumalanga Province malnutrition, substance abuse, sexually transmitted infections, maternal and child health. Teaching and/or training experience. Public health training, program management, and monitoring and evaluation experience would be an advantage. Other Attributes: Strong leadership skills Self-motivated: able to work well with minimal supervision. Creative thinker: Strong team player. Comfortable working in diverse cultural, social, and political environments

DUTIES: Train and mentor clinicians in the didactic and practical matters of HIV care and treatment. Improve systems for identification of HIV exposed infants and children. Train and mentor in PMTCT. Assist in maximizing the efficiency of clinic systems as they relate
to HIV care and treatment. Produce clinical training and reference materials for ART sites.
Visit ART sites throughout the province to provide HIV/AIDS clinical mentoring. Activities include the following: (a) Building clinical capacity of local doctors and NMART nurses (b). Assisting doctors and other health workers to improve the operation of the clinic and the patient referral network (c). Improve adherence to national and provincial guidelines, procedures, and SOPs. (d). Assess and formally report the progress of the mentoring visits to the chief directorate

CHIEF EXECUTIVE OFFICER
Centre: Witbank TB Hospital
Salary: R869 007 per annum (Level 12) all inclusive MMS package that must be structured according to the MMS dispensation. All shortlisted candidates for MMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement.

REFERENCE NO.: MPDoH/April/19/87

REQUIREMENTS: 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 licence (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:** Maximise revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. **Facility Management:** Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. **Human Resource Management:** Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. **Procurement and Management of Equipment and Supplies:** Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods are and services are procured in a cost effective timely manner. **Clinical and Corporate Governance:** Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution’s risk to ensure optimal achievement of health outcomes.

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**POST:**

**DEPUTY DIRECTOR: OFFICE OF THE CHIEF FINANCIAL OFFICER**

**Centre:** Provincial Office, Nelspruit

**Salary:** R733 257 per annum (Level 11) plus relevant benefits (Successful candidates will be subjected to competency assessment)

**REFERENCE NO.:** MPDoH/April/19/88

**REQUIREMENTS:** An appropriate 3-year Bachelor’s degree or equivalent qualification in Public Administration plus at least 10 years practical and relevant experience at Executive Office. Sound understanding of and the ability to grasp the Public Service policies and regulations including the Public Service Act, PFMA, Treasury Regulations and administrative related policies and initiatives.
Knowledge of executive office management policies will be an added advantage. The following will serve as recommendations:

- Excellent leadership, interpersonal and motivational skills.
- Good written and verbal communication skills.
- Good report writing skills.
- 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.
- Applied strategic thinking, especially in terms of conflict management.
- Creative assertiveness.
- Basic budgeting skills.
- Computer literacy.
- A valid driver’s license.

**DUTIES:**

The successful candidate will be responsible to: Assist in managing and coordinating the administrative functions in the Office of the CFO. Co-ordinate meetings with stakeholders/institutions. Accompany the CFO to meetings, visits and other engagements as and when required and ensure adequate research and briefing to facilitate meetings of the CFO’s obligations. Promote sound financial management within the areas of responsibility in as far as budgeting and expenditure for the Office of the CFO is concerned. Develop, manage and maintain efficient linkages between the Office of the CFO 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 CFO. Receive, acknowledge and channel correspondence relating to the Office of the CFO, to relevant components for attention, pend and make follow-ups where necessary. Facilitate the gathering of information and prepare and submit reports as required. Supervise other staff below him/her. Executive HR Performance Management.

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**POST:** DEPUTY DIRECTOR: MAINTENANCE OPERATIONS

**Centre:** Provincial Office, Nelspruit

**Salary:** R733 257 p.a. plus benefits on MMS package

(Successful candidates will be subjected to competency assessment)

**REFERENCE NO.:** MPDoH/April/19/89

**REQUIREMENTS:** Degree or Diploma in Engineering. Valid Drivers’ Licence.

Computer literate with a minimum of three (3) years relevant experience.

**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.

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POST: CONTROL DATA CONTROLLER / DATA BASE ADMINISTRATOR
Centre: Provincial Office, Nelspruit
Salary: R470 040 per annum (Level 10) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements
REFERENCE NO.: MPDoH/April/19/90

REQUIREMENTS: An appropriate NQF Level 6 for Diploma or 7 for Degree as recognised by SAQA with more than five (5) years relevant experience. Required qualification is an IT related Diploma or IT Degree. Knowledge of SQL, Oracle, MySQL and any other databases is essential. Additional Programming skills in VB.net, PHP, C# etc will be an added advantage. Knowledge: Project Management skills. User Requirements Specification. Business Analysis. Team player. Critical design thinking. Advanced knowledge for Databases. Ability to Program. Ability to Train staff and write reports is essential.

DUTIES: Design, Develop, implement and maintain databases for the Department. Produce reports as and when needed. Analysis of Data and assist the Department in performing Data analytics. Ensure that all Databases are backed up. Develop policies and procedures for Data management. Provide support and leadership to other users. Manage staff within the sub-unit. Perform duties as may be delegated from time to time.

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POST: SENIOR DATA TECHNOLOGIST / SERVER ADMINISTRATOR
Centre: Provincial Office, Nelspruit
Salary: R470 040 per annum (Level 10) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements
REFERENCE NO.: MPDoH/April/19/91

REQUIREMENTS: An appropriate NQF Level 6 for Diploma or 7 for Degree as recognised by SAQA with more than five (5) years relevant experience. Required qualification is an IT related Diploma or IT Degree. In addition, Certification of any of the following MCSDT, MCSA, MCP, and MCSE would be an advantage. Knowledge: Project Management skills.

**DUTIES:**
Design, Implement and maintain Servers in the Department. Produce reports as and when needed. Analysis of log files, events and maintain Health of Servers. Ensure that all Servers are backed up. Develop policies and procedures. Provide support and leadership to other users. Manage staff within the sub-unit. Perform duties as may be delegated from time to time.

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**POST:** CONTROL DATA CONTROLLER / NETWORK ADMINISTRATOR:

**CENTRE:** Provincial Office, Nelspruit

**SALARY:** R470 040 p.a. (LEVEL 10) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements

**REFERENCE NO.:** MPDoH/April/19/92

**REQUIREMENTS:** An appropriate NQF Level 6 for Diploma or 7 for Degree as recognised by SAQA with more than five (5) years relevant experience. Required qualification is an IT related Diploma or IT Degree. Certification of any of the following (CCENT, CCNA, CCNP) would be an added advantage. **Knowledge:** Project Management skills. Knowledge of routing, switching, network design, MPLS & VLANs design & management, network security, Voice, wireless technologies, WAN technologies, tunnelling protocols and knowledge of storage networking etc. Thorough understanding of ICT structure and Business of Health. Train staff and write reports. Analytical skills

**DUTIES:** Design, Implement and maintain Departmental network. Manage network projects and related activities. Maintain network configuration, design VLANs, perform network segmentation, switching, routing, tunnelling and address LAN switching security. Produce reports as and when needed. Develop policies and procedures. Provide support and leadership to other users. Manage staff within the sub-unit. Perform duties as may be delegated from time to time.

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POST: SYSTEMS ANALYST / INFORMATION SECURITY OFFICER
CENTRE: Provincial Office, Nelspruit
SALARY: R470 040 per annum (Level 10) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements)
REFERENCE NO.: MPDoH/April/19/93

REQUIREMENTS: An appropriate NQF Level 6 for Diploma or 7 for Degree as recognised by SAQA with more than five (5) years relevant experience. Minimum qualification is an IT Diploma or Degree in Information Technology and/or Information Security. In addition, IT Audit experience, Industry Certification such as CISSP, CISA, CISM, CGEIT, CRISC COBIT, ISO/IEC 27001, Prince 2/ PMBok and membership to professional IT bodies will be an advantage. Knowledge: Negotiating and problem solving skills. Project Management skills. Ethical conduct. Knowledge of Windows support environment, CISCO, Huawei and related technologies. Train staff and write reports. Analytical skills.

DUTIES: Develop and maintain Departmental Information Security. Perform on-going security monitoring and Audits for ICT environment. Ensure that Back-ups and DRP and related contingency measures are in place and functional. Conduct regular Vulnerability, penetration tests and redress any shortfalls. Passionately conduct information security checks on Systems, processes and risk assessments to determine compliance and implement corrective measures. Produce reports as and when needed. Analysis of log files, events and maintain Health of Servers, Systems and Network environment. Implement Governance Systems in the ICT Unit. Develop policies, procedures and appropriate SOPs. Provide support and leadership to other users. Perform duties as may be delegated from time to time.

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POST: CONTROL PROGRAMMER / SOFTWARE DEVELOPER
Centre: Provincial Office, Nelspruit
Salary: R470 040 per annum (Level 10) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements)
REFERENCE NO.: MPDoH/April/19/94

REQUIREMENTS: An appropriate NQF Level 6 for Diploma or 7 for Degree as recognised by SAQA with more than five (5) years relevant experience. Required qualification is an IT related Diploma or IT Degree. Knowledge of Java, C#, .Net, C, Sybase Oracle, etc is essential as well as ability to develop Mobile applications.
**Knowledge:** Knowledge of software development life cycle, creativity and analytical thinking, understanding Business requirements and deep programming knowledge. The candidate must be a full-stack developer with knowledge of software engineering. Project Management skills. User Requirements Specification. Business Analysis. Team player. Critical design thinking. Advanced knowledge for Databases. Ability to Program. Ability to Train staff and write reports is essential.

**DUTIES:** Design, Develop, implement and maintain Systems in the Department. e.g. Hospital Systems. Maintain current Hospital Systems and other Systems as and when required. Modify software to fix errors, software development, software support and liaising with Business on technical issues including software system design. Analyse information and recommend appropriate Systems as well as developing and producing reports. Manage staff within the sub-unit. Perform duties as may be delegated from time to time.

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**POST:** SENIOR PERSONNEL PRACTITIONER (RECRUITMENT & SELECTION)
Centre: Provincial Office, Nelspruit
Salary: R316 791 per annum (Level 8) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements

**REFERENCE NO.:** MPDoH/April/19/95

**REQUIREMENTS:** Senior certificate or Equivalent qualification with at least 5 years’ experience in Human Resource unit. This should include working with appointment, Service conditions, PMDS and crafting of submissions relating thereto. Extensive knowledge and experience in PERSAL including interpreting Persal report. Have certified in PERSAL. Knowledge of the procedure on Incapacity leave and ill-health retirement (PILLAR) the ability to handle tasks of Multi-disciplinary nature. Self-motivated and creative and the ability to work under pressure. Sound communication and interpersonal skills. Analytical skills problem solving and decision makes skills. Computer literacy in particular MS Excel & Word. A valid Code B driver’s license will serve as an added advantage.

**DUTIES:** Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, secretarial functions for interviews, absorptions, probationary periods, etc).
Performance management, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide, and advice the personnel on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Create and update leave records.

POST: ADMINISTRATIVE OFFICER (ICT)
Centre: Provincial Office, Nelspruit
Salary: R257 508 per annum (Level 7) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements

REFERENCE NO.: MPDoH/April/19/96

REQUIREMENTS: An appropriate NQF Level 5 / 6 Qualification as recognised by SAQA with three (3) years relevant experience. Required qualification is a Diploma in Record Management or Library Information Management. Knowledge: Project Management, Record Management, Analytical skills and working knowledge of PAIA.

DUTIES: Implement proper Record Life Cycle Management in the Department. Liaise with facilities in terms of Record Management. Provide and Manage Medical records. Provide training to facilities in terms of proper Medical Record Management. Coordinate PAIA requests with facilities. Act as designated PAIA officer. Follow up reports with Health facilities. Perform any other duties as may be required from time to time.

POST: PRINCIPAL COMPUTER OPERATOR (ICT)
Centre: Provincial Office, Nelspruit
Salary: R257 508 per annum (Level 7) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements

REFERENCE NO.: MPDoH/April/19/97

REQUIREMENTS: An appropriate NQF Level 5/6 Qualification as recognised by SAQA with more than three (3) years relevant experience. Minimum qualification is a Certificate or Diploma in Information Technology. Certification in either ITIL,N+, A+ would be an added advantage. Knowledge: Service management, Help Desk Systems, Project Management skills and ICT Asset management. Train staff and write reports. Analytical skills.
DUTIES: Manage Departmental software licences, service standards, ICT asset management and Provide 1st Level support where necessary. Tracking job progress, Follow up with clients to ensure service standards are adhered to. Uploading and updating ICT asset information. Conduct administration work. Perform duties as may be delegated from time to time.

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POST: E M S - SHIFT LEADER (12 POSTS) Grade 3
Centre: Gert Sibande (4); Nkangala (4) and Ehlanzeni (4) [Communication Centres]
Salary: R265 995 – R299 658 per annum (OSD) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements
REFERENCE NO.: MPDoH/April/19/98

REQUIREMENTS: Grade 12 or equivalent qualification. Ambulance Emergency Assistant / Emergency Care Technician Qualification/Critical Care Assistant Certificate / National Diploma in Emergency Medical Care / Bachelor of Technology in Emergency Medical Care as per OSD requirements. 3 years’ experience after registration with the Health Professions Council of South Africa. Current registration with the Health Professions council as ANT/ECT/Paramedic/ECP. Must be in possession of valid code C1 driver’s license with an unendorsed PDP. **Knowledge and skills:** Previous supervisory experience or qualification. Knowledge of the area including health facilities and neighbouring EMS stations. Be able to work under pressure and excessive hours. Basic knowledge of Labour Relations. Computer literacy. Good communication skills (verbal and written).


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POST: E M S – PLANNED PATIENT TRANSPORT SERVICES
DISTRIBUTION CO-ORDINATOR / SHIFT LEADERS (3 POSTS)
Grade 3

Centre: Gert Sibande, Nkangala and Ehlanzeni District Offices
Salary: R265 995 – R299 658 per annum (OSD) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements

REFERENCE NO.: MPDoH/April/19/99

REQUIREMENTS: Grade 12 or equivalent qualification. Ambulance Emergency Assistant / Emergency Care Technician Qualification/Critical Care Assistant Certificate / National Diploma in Emergency Medical Care / Bachelor of Technology in Emergency Medical Care as per OSD requirements. 3 years’ experience after registration with the Health Professions Council of South Africa. Current registration with the Health Professions council as ANT/ECT/Paramedic/ECP. Must be in possession of valid code EC1 driver’s license with an unendorsed PDP. Knowledge and skills: Previous supervisory experience or qualification. Knowledge of the district including health facilities. Be able to work under pressure and excessive hours. Basic knowledge of Labour Relations. Computer literacy. Good communication skills (verbal and written).

DUTIES: Provide ongoing supervisory functions to Planned Patient Transport component including Performance Management including Performance Management Discipline. Manage all resources allocated to PPTS component. Facilitate ongoing administration and Human Resource Management supervisory function to PPTS section. Ensure staff compliance with statutory requirements. Attend to complains from internal and external sources. Co-ordinate the intra- District, inter –District and inter-Provincial Planned Patient Transport. Participate in the development of the monitoring tool for Planned Patient Transport Operations. Ensure implementation of repatriation guidelines. Develop the patient booking procedure that will ensure equitable distribution of stats without overloading the available resources. Monitor and manage the planned patient transport service running cost. Participate in the development of PPTS data collection system that would ensure accurate District data capturing. Submit correct, accurate and reliable reports and statistics within the set timeframes. Participate in the planning and budgeting processes for PPTS. Participate in the engagement of institutions in PPTS route planning and departure times.

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POST: EMS STATION MANAGER (5 POSTS): GRADE 3
Centre: Nelspruit EMS Station; Delmas EMS Station; KwaMhlanga EMS Station; Balfour EMS Station & Gert Sibande EMS Communication Centre

Salary: R318 042 – R360 258 per annum (OSD) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements)

REFERENCE NO.: MPDoH/April/19/100

REQUIREMENTS: Grade 12 or equivalent qualification. Ambulance Emergency Assistant / Emergency Care Technician Qualification/Critical Care Assistant Certificate / National Diploma in Emergency Medical Care / Bachelor of Technology in Emergency Medical Care as per OSD requirements. 3 years’ experience after registration with the Health Professions Council of South Africa. Current registration with the Health Professions council as ANT/ECT/Paramedic/ECP. Must be in possession of valid code C1 driver’s license with an unendorsed PDP. Knowledge and skills: Previous supervisory experience or qualification. Knowledge of Supply Chain Policy and Financial Management. Be able to work under pressure and excessive hours. Be prepared to travel and attend to emergencies after hours. Knowledge of Labour Relations. Computer literacy. Strong communication skills (verbal and written).

DUTIES: General office administration. Human Resource Management. Be responsible of all EMS activities in the Station. Provide advice on procedures and policy matters to staff and ensure compliance with all policies operating in the service. Ensure that fleet management is properly implemented to provide for the maintenance and repairs of vehicles in accordance with Transport Policy. Ensure the control and have an inventory of all resources at the Station. Be responsible for EMS occupational health and safety at the Station. Respond to all major incidents to assist and co-ordinate such incidents within the operational area. Including rescue responses and outstanding calls when necessary and attend debrief meetings. Investigate service complaints received from internal and external resources and report on these complaints to the District Manager.

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POST: ADMINISTRATIVE OFFICER: HEALTH TECHNOLOGY SERVICES

Centre: Provincial Office, Nelspruit
Salary: R257 509 per annum (Level 7) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements)

REFERENCE NO.: MPDoH/April/19/101

REQUIREMENTS: Grade 12 Certificate plus 05 years’ experience or Degree or Diploma in Administration with at least 1 year relevant experience. Valid driver’s license. Knowledge and experience on use of BAS and LOGIS systems. Knowledge of PFMA and National Treasury Regulations. Computer literacy. Good interpersonal S communication skills verbal and written. Willing to work under pressure. Knowledge of Batho Pele Principles and customer care. Knowledge of Departmental policies, prescripts and practices. Problem solving skills, analytical thinking, maintaining discipline and conflict resolution. Organizing skills.

DUTIES: To provide administrative support to the Health Technology Directorate. Perform a variety of administrative functions in the directorate, including budget inputs. Monitor expenditure of the directorate. Process and coordinate Procurement of medical equipment, goods and services. Assist with drafting of reports for the directorate. Make travelling arrangements and planning of meetings/ workshops.

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POST: CIVIL/STRUCTURAL ENGINEER (2 posts)
Centre: Provincial Office, Nelspruit
Salary: R718 059 – R766 278 p.a. (in line with relevant OSD) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements)

REFERENCE NO.: MPDoH/April/19/102

REQUIREMENTS: Degree in Engineering Registered as a professional engineer with ECSA. [Civil / structural engineer]. Three 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.

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POST: CHIEF ARCHITECT (3 posts)
Centre: Provincial Office, Nelspruit
Salary: R898 569 – 1 027 419 p.a. (in line with relevant OSD) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements)
REFERENCE NO.: MPDoH/April/19/103

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. Six (6) years’ experience post qualification. Valid Drivers’ Licence.

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. Manage people and finances.

POST: CHIEF MECHANICAL ENGINEER (2 posts)
Centre: Provincial Office, Nelspruit
Salary: R756 999 - 1 435 953 p.a. (in line with relevant OSD) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements)
REFERENCE NO.: MPDoH/April/19/104

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


POST: ASSISTANT DIRECTOR: FINANCE
Centre: Programme Delivery – Infrastructure Finance
Salary: R376 596 p.a. plus benefits on MMS package plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements)
REFERENCE NO.: MPDoH/April/19/105

REQUIREMENTS: A B.Com degree / diploma or equivalent qualification in Finance related field plus three (3) extensive experience in a financial administration environment. A valid driver’s licence. Knowledge of legislative prescripts governing the public sector Financial Administration, but emphasis should be on the Public Finance Management Act and Treasury Regulations, the Preferential Procurement Policy Framework Act of 2000, supply chain management. A guide to Accounting Officer / Authority and practice notes. Good understanding of BAS, LOGIS and / or PERSAL financial systems.

DUTIES: The successful candidate will report to the Chief Director: Infrastructure. Render financial management and Supply Chain Management (procurement) services of the Chief Directorate. Be responsible for the maintenance of supplier’s database. Authorize purchase orders and /or procurement advice. Manage the collection, receipts, safeguarding and banking of revenue. Be responsible for asset and fleet management. Be responsible for approval and generation of payments. Be responsible for stores and inventory management. Be responsible for the approval and generation of payments. Supervise the safe keeping and filling of payments voucher. Administer salary matters. Be responsible for development and maintenance of internal control systems. Render guidance in the compilation of the institutional budget. Be responsible for monthly and quarterly financial reports. Monitor expenditure trends and guard against unauthorised, wasteful and fruitless expenditure. Provide capacity building, training and development to cost centre managers and other line managers. Monitor, control and evaluate performance of subordinates. Be responsible for the compilation of the sub directorate strategic and business plans and quarterly performance reports thereof.

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POST: SENIOR STATE ACCOUNTANT
CENTRE: Programme Delivery – Immovable Assets: Provincial Office
SALARY: R316 791 p.a. (Level 8) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements
REFERENCE NO.: MPDoH/April/19/106
**REQUIREMENTS:** Bachelor’s Degree in Finance Management or Accounting or Diploma in Finance Management. Three (3) years’ experience in Finance 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. Advance and assist the hospital operations in the exercise of powers, functions assigned and delegations. Ensure the effective implementation of the PFMA and Treasure Regulations. Ensure compliance with the best practice accounting norms and standards. Manage monitor and implement financial systems and accounts and 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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**POST:** CONTROL ENGINEERING TECHNICIAN  
**Centre:** Provincial Office, Nelspruit  
**Salary:** R751 542 – R859 323 p.a. (in line with the relevant OSD) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements)  
**REFERENCE NO.:** MPDoH/April/19/107

**REQUIREMENTS:** National Diploma in Engineering or equivalent relevant registration with ECSA as a Professional Engineering Technician. Valid Drivers’ Licence. Computer literate. Experience in health care engineering. Six years’ experience post qualification.


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**POST:** MECHANICAL ENGINEER (2 Posts)  
**Centre:** Provincial Office, Nelspruit  
**Salary:** R718 059 – R766 278 p.a. (in line with the relevant OSD) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements)
REFERENCE NO.: MPDoH/April/19/108

REQUIREMENTS: Degree in Engineering. Registered as a professional engineer with ECSA. [Mechanical Engineer/Electrical Engineer]. Three years’ experience post qualification. Valid Drivers’ Licence.


POST: ARCHITECT (2 posts)
Centre: Provincial Office, Nelspruit
Salary: R618 732 – R666 540 p.a. (in line with the relevant OSD) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements

REFERENCE NO.: MPDoH/April/19/109

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 years’ experience post qualification. Valid Drivers’ 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.

POST: CANDIDATE MECHANICAL ENGINEER (2 POSTS)
CENTRE: Programme Delivery & Planning: Provincial Office, Nelspruit
SALARY: R618 732 – R656 706 (Level OSD) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements. [Appointment on 5 year Contract]

REFERENCE NO.: MPDoH/April/19/110

REQUIREMENTS: A qualification at NQF level 6 in Agriculture/ Civil Engineering. Proof of registration with ECSA as a Candidate Mechanical Engineer. Good writing and verbal communication skills. Ability to conduct meetings. Budgeting and financial management skills. Organisation and planning skills, good interpersonal skills. Computer literacy. Ability to work under pressure. Good interpersonal skills. A valid driver’s license is essential. Candidates will be subjected to competency assessment.


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POST: CANDIDATE ENGINEER (2 POSTS)
CENTRE: Programme Delivery & Planning: Provincial Office, Nelspruit
SALARY: R618 732 – R656 706 (Level OSD) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements [Appointment on 5 year Contract]

REFERENCE NO.: MPDoH/April/19/111

REQUIREMENTS: A qualification at NQF level 6 in Agriculture/ Civil Engineering. Proof of registration with ECSA as a Candidate Engineer. Good writing and verbal communication skills. Ability to conduct meetings. Budgeting and financial management skills. Organisation and planning skills, good interpersonal skills. Computer literacy. Ability to work under pressure. Good interpersonal skills. A valid driver’s license is essential. Candidates will be subjected to competency assessment.

DUTIES: Evaluation of business proposals and preparation of relevant feasibility reports. Planning and design of agricultural infrastructure. Preparation of operation and maintenance manuals for design systems. Installation of infrastructure including detailed designs, specifications and drawings for tender
documents in line with CIDB regulations. Construction management and supervision. Attend meetings and writing reports. Advising farmers on the management and maintenance of infrastructure.

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POST: CANDIDATE ARCHITECT (2 POSTS)  
CENTRE: Programme Delivery & Planning: Provincial Office, Nelspruit  
SALARY: R535 563 – R568 543 (Level OSD) plus Benefits: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements [Appointment on 5 year Contract]

REFERENCE NO.: MPDoH/April/19/112

REQUIREMENTS: A qualification at NQF level 6 in Agriculture/ Civil Engineering. Proof of registration with ECSA as a Candidate Architect. Good writing and verbal communication skills. Ability to conduct meetings. Budgeting and financial management skills. Organisation and planning skills, good interpersonal skills. 47 Computer literacy. Ability to work under pressure. Good interpersonal skills. A valid driver's license is essential. Candidates will be subjected to competency assessment.


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POST: DATA TECHNOLOGISTS (DESKTOP TECHNICIANS): (4 POSTS)  
CENTRE: NKANGALA DISTRICT (3 POSTS); GERT SIBANDE 1)  
SALARY: R316 791 p.a. (LEVEL 8) plus Benefits: Medical Aid
(optional), Housing Allowance (employee must meet prescribed requirements

REFERENCE NO.: MPDoH/April/19/42

REQUIREMENTS: An appropriate NQF Level 6 for Diploma and Level 7 for Degree Qualification as recognised by SAQA with more than three (3) years relevant experience. Required qualification is an IT related Diploma or Degree in IT. Certification in ITIL, N+, A+. Knowledge: Project Management skills. Windows support environment. Working Knowledge of desktops, laptops, printers. Thorough understanding of ICT structure and Business of Health. Train staff and write reports. Analytical skills.

DUTIES: Install, configure desktops and laptops as and when required. Provide user support & awareness. Ensure timely response to logged calls. Ensure that user data is backed up to file servers. Produce reports as and when needed. Attend to network issues in facilities. Give support to Systems. Provide routine, scheduled computer maintenance. Provide support and leadership to other users. Perform duties as may be delegated from time to time.

APPLICATIONS: All applications for Provincial Office should be directed to:

The Head of Department OR Hand delivered to:
Private Bag X 11285 Building No 3 Government Boulevard,
Nelspruit; Riverside Park Ext 2
1200, Nelspruit
1200

FOR ATTENTION: Ms. Gugu Nkosi (013 766 3103) or Mr. Emmanuel Makokoropo (013 766 3384)

CLOSING DATE: 26 APRIL 2019 (at 14h00 sharp).

N.B. The information on the educational Requirements, experience and the duties for each post will be available on the Departmental Web-site: www.mpuhealth.gov.za on Monday, 15 April 2019.

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.

All applications received after the closing date and time will NOT be entertained. Apply as early as possible to avoid disappointments, please.

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