PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH

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.

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Kindly take note that the post of ASSISTANT DIRECTOR: ADMINISTRATION (Patient Administration) at Ermelo Regional Hospital Gert Sibande District with Ref No. MPDOH/JAN/20/26 was advertised in the Public Service Vacancy Circular No. 04 of 2020 dated 31 January 2020 has been withdrawn as a whole.

POST: 04/263

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Post 04/253

Kindly take note that the post of Deputy Director: Entomology (Malaria Control Programme Mbombela: Ehlanzeni District) at Provincial Office Nelspruit with Ref No. MPDOH/JAN/20/16 was advertised in the Public Service Vacancy Circular No. 04 of 2020 dated 31 January 2020 should reflect “2 year Contract Appointment”.

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Kindly take note that the post of LEGAL ADMINISTRATION OFFICER with Ref No. MPDOH/JAN/20/41 which was advertised in the Public Service Vacancy Circular No. 04 of 2020 dated 31 January 2020 has been replaced as follows:

Post 04/278

POST: LEGAL ADMINISTRATION OFFICER (Grade 5; MR1 - 5) - REFERENCE NO.: MPDoH/Jan/20/41

SALARY: R373 389 – R480 921 p.a. (Level 10) (OSD requirements)

CENTRE: Provincial Office, Nelspruit

REQUIREMENTS: Requirements: An LLB degree, minimum of 4 years’ experience in the capacity of an in-house legal advisor and legislative drafting. Specialized knowledge of the legislation drafting process and legislation administered by the Department, knowledge of government procurement systems and South African Legal System, knowledge of the Constitution, Public Finance Management Act (PFMA), Treasury Regulation, PPPFA, PAJA, PAIA. Knowledge of the litigation process and drafting/reviewing of contracts and a valid driver’s license. Skills and Competencies: Interpersonal skills; strategic capability and leadership Skills; legal research and drafting skills; problem solving and dispute resolution skills. Communication skills (written and verbal); Computer literacy, report writing skills. Ability to work under pressure.
**DUTIES:** Draft and or amend legislation administered by the Department and pilot it through legislature. Comment on draft legislation of other Department on behalf of the Department, Scrutinize legislation which requires amendment for which the Department is affected. To render legal advice, guidance and opinions to MEC, Top management and Department at large in respect to matters relating to legislation drafting and other legal matters. To provide legal opinions in other matters pertaining to the Department. Handle litigations on behalf of the Department. Draft, review contracts for the department. Drafting of contracts. Prepare monthly reports for and on behalf of the Director

**ENQUIRIES:**
Ms. Glory Mokone Tel No: (013) 766 3340

**APPLICATIONS:**
The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200

**ATTENTION:**
MS. GLORY MOKONE

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Post 04/279
Kindly take note that the post of Environmental Health Practitioner Gr 1 (Malaria Control Programme Mbombela, Ehlanzeni District): was advertised in the Public Service Vacancy Circular No. 04 of 2020 dated 31 January 2020 MPDOH/JAN/20/16 (should reflect “2 year Contract Appointment”).

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N.B. The closing date now changes to 21st February 2019.