DEPARTMENT OF HEALTH

“SIYANAKEKELA”

CHIEF FINANCIAL OFFICER (DDG: FINANCE)
Centre: Provincial Office, Nelspruit
Salary: R1 370 973 p.a. [Level 15]. All inclusive package for SMS
Reference No.: MPDoH/Nov/17/01

N.B. The successful candidate will be required to enter into a Performance Agreement with the Head of Department within 3 months after appointment

Requirements: An undergraduate qualification (NQF LEVEL 7) and the postgraduate qualification (NQF level 8) as recognized by SAQA. Eight to ten (08 - 10) years of experience at a senior managerial level. Chartered Accountant or Articles will be an added advantage. Computer literacy in Microsoft Word, Excel and PowerPoint, Government Financial System. Conversant with the PFMA, Treasury Regulations and Division of Revenue Act. Effective verbal and written skills. Strong analytical skills. Competency in evaluating written reports. Problem-solving skills. Negotiation skills. Planning budgeting and training skills.

Duties: Analyse and advice on the budget allocations to departmental programmes. Monitor and assist with budget planning and implementation in line with the departmental strategic plan. Advise on the implementation of resolutions by the Provincial Portfolio Committee and SCOPA. Ensure sound cash flow, debt and revenue management. Develop budget documents aligned to the strategic plan. Prepare management account reports for the preparation of periodic non-financial performance reports, e.g. financial reports, quarterly reports etc. Assists sections in the Department with budgeting issues and reporting. Ensure compliance with relevant prescripts in respect of budgeting and budget implementation. Be responsible for the preparation of annual financial statements. Render general administrative and management service in the Branch: Chief Financial Officer and advise the Accounting Officer and the department.

Note: The recommended candidates will be subjected to the competency assessment.
DIRECTOR: ACCOUNTING SERVICES
Centre: Provincial Office, Nelspruit
Salary: R948 174 p.a. All inclusive SMS salary package
Reference No.: MPDoH/Nov/17/02

N.B. The successful candidate will be required to enter into a Performance Agreement with the Head of Department within 3 months after appointment

Requirements: An undergraduate qualification (NQF Level 7) as recognized by SAQA. Five (05) years of experience at a middle / senior managerial level. It is essential that the applicants have extensive work experience in expenditure management and leading audit assignments. Understanding of the provincial government financial environment as well as at least three years’ (3) middle managerial experience in the field of financial management coupled with the ability to communicate and prepare reports that can be used for decision making at all levels. Applicants must further possess budgeting skills and must have clear understanding of the following legislative framework: Medium Term Expenditure Framework (MTEF), Treasury Regulations, Public Finance Management Act (PFMA), and Preferential Procurement Policy Framework Act (PPPFA), Supply Chain Management prescripts and Generally Recognized Accounting Practice (GRAP) as well as a clear understanding of procurement regulations. Candidates must also have a sound knowledge of Basic Accounting System (BAS), Personnel Salary System (PERSAL) and LOGIS. 

Proven ability to work in a highly pressurized environment, with attention to detail. Ability to keep abreast of development in the sector, research, analysis and interpret data to influence decisions and opinions. A high level of planning skills as well as the accounting skills in order to prepare financial reports. Ability to develop strategic plans and align them to the budget. Ability to use spreadsheet and word processing packages. Conversant with all prescripts regarding financial administration.

Duties: Ensure the development of accounting practices that will promote effective and efficient capturing of revenue, expenditure, assets and liabilities movements/accountability (REAL). Ensure expenditure is only incurred in accordance with the purpose approved in a vote. Ensure payments to suppliers are made within thirty days of receiving an invoice or claim unless otherwise specified in a contract. Ensure that creditors are reconciled on a monthly basis and timeous clearance of suspense accounts and audit findings. Render effective departmental system control on BAS. Ensure effective management of salaries and rebates. Conduct a monthly analysis of the expenditure patterns of the various programmes and make recommendations where necessary. Ensure that responsibilities and objectives as reflected on BAS are aligned to LOGIS. Ensure integrity of financial information and alignment to financial systems. Develop and implement financial and associated governmental norms and standards to enhance performance oriented finance results and accountability in the department.

Note: Recommended candidates will be subjected to competency assessment
MANAGER: NURSING SERVICES (PN-A9)
Centre: Witbank Hospital (replacement)
Salary: R851 463 – R958 341 p.a. (OSD requirements depending on the years of experience)
Reference No.: MPDoH/Nov/17/03

Requirements: Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 4 years of the period must be appropriate/recognizable experience at management level. (A qualification in Nursing Management and Nursing Education will be an added advantage. Knowledge, skills and competencies: Knowledge of the legislative and policy framework as well as the current transformation strategies in the public sector. Good communication and conflict management and interpersonal skills. Policy interpretation and application.

Duties: Coordination of optimal, holistic specialised nursing care provided within set standards and a professional/legal framework. Manage effectively the utilisation and supervision of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development.

OPERATIONAL MANAGER: NURSING – PHC (PN-B3) (3 posts)
Centre: Zoeknog Clinic, Murhotso Clinic, Brooklyn Clinic
Salary: R499 953 – R562 698 p.a. (OSD requirements depending on the years of experience)
Reference No.: MPDoH/Nov/17/04

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

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

OPERATIONAL MANAGER PN-B1: Theatre
Centre: KwaMhlanga Hospital, Nkangala District
Salary: R499 953 – R562 698 p.a. (OSD requirements depending on the years of experience)
Reference No.: MPDoH/Nov/17/05

Requirements: Registration with the SA Nursing Council as a Professional Nurse with post basic qualification of Theatre Techniques.
A minimum of 9 years appropriate /recognizable nursing experience after registration as Professional Nurse of which 5 years must be appropriate / recognizable experience gained after obtaining the relevant diploma. Good organizing and planning skills. Leadership qualities and interpersonal relationship skills.

**Duties:** Provide comprehensive health care services in the hospital. Ensure effective and efficient management of resources. Provide quality patient care, norms and standards. Participate in quality improvement programs. Ensure the implementation of Patient’s Rights Charter and Batho Pele Principles. Educate Staff and Patients. Scrubbing for theatre operations. Assist the Anaesthetist; manage CSSD Unit and General Management of theatre section. Knowledge and understanding of nursing legislation and related legal and ethical nursing. Practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of Practice and standards as determined by the relevant health facility. Effectively communicate with patients, supervisors and other clinicians, including report writing when required, display concern for patients, promoting and advocating proper care. Work as part of a multi-disciplinary team to ensure good nursing care, work co-operatively and amicable with persons of diverse intellectual, cultural, racial or religious differences. Must be able to plan and organize own work and that of support personnel to ensure proper nursing care.

PROFESSIONAL NURSE – PNB2: (Specialty Trauma / Theatre)
Centre: Themba Hospital, Ehlanzeni District
Salary: R418 701 – R514 962 p.a. (OSD requirements depending on the years of experience)
Reference No.: MPDoH/Nov/17/06

**Requirements:** Registration with the SA Nursing Council as a Professional Nurse. Must have a Diploma or Degree in General Nursing (bridging course or 4 year comprehensive course). Diploma in Midwifery and Post-Basic qualification in Trauma and Emergency. A minimum of 5 years appropriate / recognizable nursing experience after registration as Professional Nurse of which 2 years must be appropriate / recognizable experience gained after obtaining the Specialty diploma. Good organizing and planning skills. Knowledge skills: strong leadership and good communication skills. Computer literate to do reports and statistics

**Duties:** Ability to teach, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Able to manage the activities of the Casualty Unit according to the National and Provincial guidelines. Must be able and knowledgeable with National Core Standards. Participate in the development and analysis of nursing guidelines Standards Operation Procedures. Manage the workplace discipline. Supervise the training and development of learners and staff. Maintain professional development of self and other staff members.
SENIOR LABOUR RELATIONS OFFICER
Centre: Ermelo Hospital, Gert Sibande District
Salary: R281 418 p.a. [Level 8] plus benefits
Reference No.: MPDoH/Nov/17/07

Requirements: Appropriate Bachelor’s degree or equivalent qualification in Labour Law, plus two (2) years relevant experience in Labour relations. Knowledge of the Public Service Legislation e.g. Basic conditions of employment Act, Employment equity Act, Public Finance Management Act, Labour relation Act and Performance Management Development system, as well as Departmental Labour Relations Policies, Grievance and Disciplinary Code and Procedures. Computer Literacy. Good verbal and written communication skills. Valid driver’s license.


WORK INSPECTOR
Centre: Provincial Office, Nelspruit
Salary: R183 558 p.a. (plus benefits)
Reference No: MPDoH/Nov/17/08


Duties: Provide technical inputs to Client’s Department in drawing up specifications and monitor compliance by service providers regarding health and safety matters. Implement regular compliance inspections and audits. Conduct investigations into accidents and clients complaints. Make recommendations on mitigation measures to prevent recurrence of accidents. Provide technical advice regarding works inspection services.
HEAD: CLINICAL DEPARTMENT (Orthopaedics)
Salary: R1 938 279 – R2 057 214 p.a. OSD requirements depending on relevant experience
Centre: Rob Ferreira Hospital
Reference No.: MPDoH/Nov/17/09

Requirements: A Degree MMED/FCS qualification in Proof of Current registration with the HPCSA. Current registration on with the Professions Council of South Africa as a Specialist within the relevant disciplines. At least two years (2) extensive appropriate experience as a Specialist in the relevant discipline. Sound knowledge of clinical concept within in the relevant discipline. A valid work permit will be required from non-South Africans. Knowledge of current Health and Public Service Regulations and other prescripts will be an advantage. Ability to work in a multi-disciplinary team.

Duties: Head of Department renders Specialist services in the Department of Orthopaedics. Participate in development of referral system strategies. Facilitate professional training and development of medical staff. Participate in training of Medical Doctors, Medical Intern and Nurses, participate in commuted overtime. Participate in quality programme of the institutions and the Province to ensure provision of clinical guidelines and protocol.

N.B. THE CLOSING DATE FOR THIS POST (Reference No.: MPDoH/Nov/17/08) IS FRIDAY, 17 NOVEMBER 2017

All applications to be sent to:
Head of Department
Department of Health
Private Bag X 11285
NELSPRUIT
1200
For attention: Ms. D P Khoza

All enquiries to be directed to: Ms. M G Mokone (013 766 3340) or Mr. M E Makokoropo (013 766 338)

CLOSING DATE FOR OTHER POSTS: FRIDAY, 24 NOVEMBER 2017 (at 15h15 sharp) except for the post of Head: Clinical Department (Orthopaedics).

All applications received after the closing date and time will NOT be entertained.

Apply as early as possible to avoid disappointments, please
The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions.

Candidates whose transfer/promotion/appointment will promote representivity will receive preference. (People with disabilities are requested to apply and indicate such in their application forms)

Application should be submitted on Z83 form obtainable from any public services Department and should be accompanied by recently certified copies of qualifications (preferably within 3 months), ID/passport and curriculum vitae. Please quote the CORRECT references on your form and where possible the station/Centre where the post is.

**PLEASE NOTE: ONE APPLICATION FORM PER POST.** No faxed applications will be accepted.

NB: Candidates who are not contacted within 4 months after the closing date must consider their applications as having been unsuccessful except for the post of Chief Financial Officer and professional posts, which will be finalised within 6 months.

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

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MPUMALANGA
THE PLACE OF THE RISING SUN

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