The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

DIRECTOR: SUPPLY CHAIN MANAGEMENT
CENTRE: Provincial Head Office
SALARY: R1 057 326 p.a. [Level 13] all inclusive SMS package that must be structured according to the SMS dispensation. All shortlisted candidates for SMS 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/SEPT/19/01

REQUIREMENTS: An undergraduate qualification (NQF Level 7) in Commerce / Finance as recognised by SAQA or equivalent qualification in finance. Five (5) years of experience in middle / senior managerial level within the relevant field. Extensive knowledge of public sector procurement process, rules and regulations. Sound understanding of PFMA, PPPFA. A valid driver’s license. Competencies: Knowledge of services policies, rules and regulations, including the public service act, public service regulations, public finance management act, treasury regulations and other related prescripts. A result driven, customer focused approach with excellent planning, communication and presentation skills. Analytical and innovative thinking. Knowledge of human and financial resource management. Computer literacy (MS Word, Excel and PowerPoint) and accounting system (BAS). The ability to work under pressure and deliver to tight deadlines. Leadership skills, Research and policy formulation.

DUTIES: Ensure sound and strategic supply chain management services and resources in the department. Manage financial logistics, demand and acquisition services for the department. Develop and implement effective systems aimed at improving turnaround time. Comprehensively manage the procurement system of the department (e-procurement/ bas) assist in ensuring compliancy with the policies and procures of the department. Ensuring and manage the development of the monitoring tools to conform to procurement standards and regulations, effectively coordinate year end closure and prepare working paper fill for audit purpose. Work closely with clients and service providers to ensure seamless service delivery, effectively manage monthly reports on accruals and commitment. Ensure and manage effectively and efficiencies SCM contractually obligations of the departments with other stakeholders. Provide training and support to subordinates, chief users and decentralized offices. Advice Chief Financial Officers (CFO) on all supply chain management matters. Provide management information, statistics and reports to all relevant stakeholders.
DIRECTOR: MATERNAL, CHILD & WOMEN'S HEALTH & INP
CENTRE: Provincial Office, Nelspruit
SALARY: R1 057 326 p.a. [Level 13] all inclusive SMS package that must be structured according to the SMS dispensation. All shortlisted candidates for SMS 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/SEPT/19/02

REQUIREMENTS: An undergraduate qualification (NQF Level 7) in Health Sciences, Community or Public Health as recognised by SAQA. Five (5) years’ experience at a middle / senior managerial level with specific emphasis on Maternal, Women and Child Health Services. Registration with the Health Professional Council. Experience in policy drafting and implementation, strategic and operational planning. Knowledge of PFMA (Public Finance Management Act), Treasury Regulations and human resource legislative framework. Good communication (written and verbal), computer and interpersonal skills. Plus a valid driver’s licence.


DIRECTOR: INFRASTRUCTURE PLANNING
CENTRE: Provincial Office, Nelspruit
SALARY: R1 057 326 p.a. [Level 13] all inclusive SMS package that must be structured according to the SMS dispensation. All shortlisted candidates for SMS 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/SEPT/19/03


**DUTIES:** Manage the customisation of functional norms and standards in line with nationally prescribed functional norms and standards and make final recommendations for approval. Manage the customisation of technical norms and standards in line with nationally prescribed technical norms and standards and make final recommendations for approval. Manage the updating of functional and technical norms and standards based on learning generated through post project evaluations and post occupancy evaluations. Manage adherence to the approved functional and technical norms and standards. Policies. Manage the development of policies, procedures and criteria for infrastructure projects and make final recommendations for approval. Manage adherence to the ISO 2000 Regulations and SANS standards. Infrastructure analyses and inputs in terms of all infrastructure plans and related reports. Manage the development of the infrastructure modelling aligned to the Departmental Service Plan. Manage the inputs for Strategic Plan, Annual Performance Plan and Annual Report and make final recommendations. Manage the provision of inputs provided to the Directorate Infrastructure Programme Delivery in terms of the implementation of Project Briefs and related requests on built environment specific information. Manage the inputs to Directorate Infrastructure Programme Delivery in terms of the preparation of the Infrastructure Programme Management Plan. This includes the preparation of Project Briefs, which must be included in the Infrastructure Programme Management Plan, detailed project list, location of projects, GIS coordinates of projects, budgets and cash flows. Manage inputs to be provided to Directorate Infrastructure Programme Delivery to determine Medium, Annual and Adjustment Budgets. Infrastructure planning framework, prioritisation model(s), Business Cases and Project Briefs. Manage the development of project lists aligned to the Health Services Transformation Plan. Manage the determination of service level infrastructure standards, spatial norms, service level norms and undertake comprehensive spatial planning for Health infrastructure planning. Manage spatial analysis and modelling to support the infrastructure planning framework. Manage the validation of land suitability and where Public Works does not fulfil its obligations as Custodian, also manage the validation of the availability and ownership of land. Finalise the infrastructure planning framework and make recommendations for approval. Finalise the User Asset Management Plan and make final recommendations for approval. Manage the finalisation of the Project list and project budgets. Manage the design and implementation of unique project numbers system. Manage the finalisation of Project Briefs and make final recommendations for approval. Monitoring and Evaluation. Implement strategic alignment of infrastructure projects and related technical support services. Align infrastructure inputs and reports.

CHIEF EXECUTIVE OFFICER
CENTRE: Ermelo Hospital (Gert Sibande District)

SALARY: R1 057 326 p.a. [Level 13] all inclusive SMS package that must be structured according to the SMS dispensation. All shortlisted candidates for SMS 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/SEPT/19/04

REQUIREMENTS: An undergraduate qualification (NQF Level 7) in Health related field as recognised by SAQA / 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. Five (5) years’ experience in middle / senior management experience in the health sector. 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.

**CHIEF EXECUTIVE OFFICER**

**CENTRE:** Barberton Hospital (Ehlanzeni District);

**SALARY:** R869 007 p.a. [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/SEPT/19/05

**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 (PFMA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership programme and project management, financial management, change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.
DUTIES: To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: 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.

DEPUTY DIRECTOR: HIV AND AIDS CENTRE: Provincial Office

SALARY: R869 007 p.a. [Level 12] (An all-inclusive remuneration package)

REFERENCE NO.: MPDoH/SEPT/19/06


DUTIES: Manage HIV, AIDS, and STI prevention programmes. Develop and review HIV, AIDS and STI prevention policies and guidelines. Support districts and sub-district in the implementation of HIV, AIDS, and STIs prevention programmes. Build partnership with civil society (NGOs and private sector) in the implementation of prevention programmes. Coordinate resources allocated to HAS prevention programmes.
Relevant skills: Report writing, good analytics, people management and leadership and communication. Develop and ensure the implementation of policies and strategic plan, Norms and Standards for HIV and AIDS, Social Behaviour change in line with Departmental Strategic Plans and Provincial Programme Priorities.

**DEPUTY MANAGER: TB CONTROL**
**CENTRE:** Provincial Office, Nelspruit
**SALARY:** R843 618 p.a. plus benefits in line with OSD requirements
**REFERENCE NO.:** MPDOH/SEPT/19/07

**REQUIREMENTS:** Bachelor’s Degree in Health Sciences with a recognized University. Minimum of 5 years appropriate / recognizable experience in Nursing after registration as a Professional nurse with the South African Nursing Council (SANC) in general nursing. Ability to work in a team as well as independently. Extensive Knowledge and understanding of Primary Health Systems, Key policies and National Health Programmes including HIV and AIDS STIs, DS-TB, DR-TB and relevant government policies and prescripts. Proven 3 years’ experience in TB and DR-TB Programme management will be an added advantage. Professional competence and knowledge of the TB data collecting tools, EDRweb and Tier.Net (TB module in Tier). Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Valid driver’s Licence and willingness to travel and work overtime, when required.

**DUTIES:** Co-ordinate the implementation of policies, National Guidelines and Treatment protocols for the prevention, identification and management of TB disease in the Province. Provide leadership in the implementation of the National Strategy to find the missing TB patients throughout the Province. Collaborate with District management teams in planning TB and DR-TB activities, provide technical support, monitoring as well as report analysis and provide feedback. Coordinate, monitor and evaluate Laboratory, Pharmaceutical and other service providers in TB and DR-TB management. Plan, coordinate and support DS-TB, DR-TB, TB/HIV capacity building, TB Infection Prevention and Control and Quality improvement activities. Monitoring and evaluation of programme performance indicators through data management and oversight of the electronic reporting systems i.e. TB module in Tier.net, the Electronic DR-TB Register (EDR web) and DHIS.

**NETWORK ADMINISTRATOR (Re-advertisement)**
**CENTRE:** Provincial Office, Nelspruit
**SALARY:** R470 040 p.a. (Level 10) [All-inclusive remuneration package]
**REFERENCE NO.:** MPDoH/SEPT/19/08

**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, network security, Voice, wireless technologies, WAN technologies, tunnelling protocols etc. Thorough understanding of ICT 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. Provide support and leadership to other users. Manage staff within the sub-unit. Perform duties as may be delegated from time to time.

INFORMATION SECURITY OFFICER (Re-advertisement)
CENTRE: Provincial Office, Nelspruit
SALARY: R470 040 p.a. (Level 10) [All-inclusive remuneration package]
REFERENCE NO.: MPDoH/SEPT/19/09

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. IT Audit experience, Industry Certification such as CISSP, CISA, CISM, CGEIT, CRISC COBIT, ISO/IEC 27001 and membership to professional IT bodies as well as knowledge of Prince 2/ PM Bok 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 the Department is protected against cyber security attacks, address internal and external vulnerabilities. Ensure that Back-ups and DRP and related contingency measures are in place and functional. Conduct regular vulnerability, penetration tests and redress 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 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.

SENIOR STATE ACCOUNTANT
CENTRE: Infrastructure Planning, Provincial Office, Nelspruit
SALARY: R316 791 p.a. plus benefits
REFERENCE NO.: MPDoH/SEPT/19/10

DUTIES: Extract relevant infrastructure project data from BAS and other relevant systems. Capture payments on LOGIS. Check budget allocation for payments processing. Prepare payments reports for internal purposes and PWRT schedule. Identify any variances of infrastructure projects expenditure against budgets and cash flow projections to the Assistant Director Finance. Overall management of staff and administration for the unit. Update financial commitments in line with approved budgets and cash flow projections. Update accruals for the unit on monthly basis. Validate that no duplicate payments are made in terms of projects with a Cession Agreement in terms of subcontractors. Attend to payment queries. Assist with supply chain management. Prepare the issuing of Work orders or Task orders after SCM processes have been completed. Assist with the capturing of invoices on LOGIS/BAS for payments after signed off by Director and Chief Director. [Authorisation of issuing of work orders and payments of invoices will be the Director and Chief Director in terms of delegations]. Assist to manage adherence to financial policies [Division of Revenue Act, PFMA, SCM, National and Provincial Treasury directives / prescripts, Finance instructions, Departmental financial policies]. Development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements.

APPLICATIONS: All applications should be directed to:
The Head of Department,
Private Bag X11285,
Nelspruit; 1200,
Or
Hand delivered to:
Indwe Building,
Government Boulevard,
Riverside Park Ext 2,
Nelspruit
1200

FOR ATTENTION: Ms Glory Mokone (013 766 3340); or Mr Emmanuel Makokoropo (013 766 3384)
FOR ATTENTION: MR. GOODNESS VILAKAZI

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NKANGALA DISTRICT

MEDICAL OFFICER GRADE 1 (9 POSTS) REPLACEMENT
[Neuro-Surgery; Family Medicine; General Surgery; Obstetrics & Gynae (3); Anaesthesiology; Internal Medicine; Paeds]
CENTRE: Witbank Hospital
SALARY: R821 205 – R884 670 p.a. in terms of OSD (Commuted overtime is payable on meeting the Departmental criteria)
REFERENCE NO.: MPDOH/SEPT/19/11

REQUIREMENTS: MBchB Degree. Registration as Medical Officer with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees. Experience: None after registration as Medical Officer with the Health Professions Council of South Africa (HPCSA) in respect of South African qualified employees.

MEDICAL OFFICER GRADE I (2 Posts) RE-ADVERTISEMENT
CENTRE: Impungwe hospital
SALARY: R821 205 – R884 670 p.a. (OSD Benefits) All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) and Commuted Overtime which is determined by the service delivery needs of the Department.
REFERENCE NO.: MPDOH/SEPT/19/12

REQUIREMENTS: MBchB degree with a recognized University. A post – graduate medical qualification will be an added advantage. An appropriate qualification that allow registration with HPCSA as Medical Practitioner. Current registration with HPCSA as Medical Practitioner. Valid work permit will be required from Non - South Africans. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from South African Qualifications Authority (SAQA) or any other regulating bodies. Sound Clinical knowledge and experience in the respective medical discipline. Knowledge of current Health and Public Service Regulations and Policies.
DUTIES: Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after - hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and /or post graduate medical students.
PHARMACY SUPERVISOR: PHARMACEUTICAL SERVICES Grade 1
CENTRE: Witbank TB Specialized Hospital
SALARY: R821 205 – R871 590 p.a. (All inclusive salary package)
REFERENCE NO.: MPDOH/SEPT/19/13

REQUIREMENTS: Diploma Pharm / BSc. Pharm / B Pharm. Current registration with the South African Pharmaceutical Council (SAPC). A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC. Good communication, interpersonal and computer skills (MS Word and Excel). Ability to work in a team. Good understanding of the National Drug Policy and Good Pharmacy Practice. Sound knowledge of the Pharmacy Act and the Medicines and Related Substance Control Act. A valid Code B driver’s license.

DUTIES: Develop and manage the pharmaceutical budget and monitor expenditure. Provide expert advice on selection and procurement of pharmaceutical, medical and surgical supplies. Co-ordinate Hospital Pharmacy and Therapeutic Committee. Ensure the implementation of the down referral system. Implement essential drug programme. Monitor pharmaceutical budget. Monitor implementation of policies and standard operating procedures. Overall responsibility and accountability for drug supply management to ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Effective implementation and monitoring of security measures to ensure the safe keeping of all pharmaceuticals within the pharmacy and the hospital. Assist with the training, education and development of pharmacy staff and other health workers. Promoting of public health. Report to the Pharmaceutical and Clinical Manager in respect of general issues of pharmacy. Assist in the implementation of Provincial Comprehensive HIV and Aids Care and Treatment Plan (ARVs). Overall supervision of Pharmacy staff.

HEAD OF NURSING SCHOOL: PN-D3 (REPLACEMENT)
CENTRE: Tertiary Hospital – Witbank
SALARY: R579 696 – R672 018 - p.a. (OSD Requirements) (Salary to be determined in line with OSD requirements)
REFERENCE NO.: MPDOH/SEPT/19/14

REQUIREMENTS: Grade 12 certificate. Basic qualification accredited with the SANC in terms of government notice R425 Masters/Degree in Nursing. Post basic qualification in Nursing Education registered with SANC. Valid driver’s licence. Willingness to travel extensively and work from different accredited clinical training facilities. A minimum of 10 years appropriate/recognizable experience in Nursing after registering as a professional nurse with SANC in general nursing at least 6 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the 1 year post Basic qualification in Nursing Education. Excellent verbal and written communication skills. Organizational and management skills. Ability to think critical and analytical, computer literacy, Ms Word, power point and excel. Ability to function both independently and in a multi-disciplinary team. Sound knowledge of government policies and functional responsibilities of the department. Problem solving skills.
DUTIES: Provide academic and clinical services leadership. Conduct research. Manage the development of the curriculum. Monitor and evaluate the efficacy of the implementation of the curriculum. Monitor nursing school/satellite programmes. Coordinate the provision of education and training of student nurses. Manage clinical areas. Develop and ensure implementation of quality assurances. Collaborate with other stakeholders and build a sound relationship within the department. Supervise staff under his/her span of control. Willing to travel within and outside the province.

PHARMACIST GRADE 1 (Replacement)
CENTRE: Witbank Hospital
SALARY: R693 372 – R735 918 p.a. in terms of OSD)
REFERENCE NO.: MPDOH/SEPT/19/15

REQUIREMENTS: A degree B Pharmacy or equivalent qualification from a recognized Training institution with the South African Council as a pharmacist. A valid driver’s license.

DUTIES: Manage the pharmacy facility in terms of applicable legislation, regulation and policies. Manage resource (financial, human, information, pharmaceutical stock and equipment. Perform risk management and networking (internal and external). Facilitated health workers education. Ensure of proper selection and procurement of drugs and surgical items for the hospital. Candidates should be prepared to work compressed hours.

OPERATIONAL MANAGER: NURSING MDR GATE CLINIC (PNA5) Grade 1 (General Nursing) (Replacement)
CENTRE: Witbank TB Specialized Hospital
SALARY: R444 276 p.a. (OSD requirements depending on qualifications and years of experience)
REFERENCE NO.: MPDOH/SEPT/19/16

REQUIREMENTS: Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Proof of current registration with the SANC. A minimum of 7 years appropriate / recognisable experience in nursing after registration with SANC as a Professional Nurse. Must have sound knowledge of TB and HIV/Aids. Good communication, conflict management and interpersonal skills. Good report writing and presentation skills. Computer literacy will be an added advantage. Valid driver’s licence. NB: Any previous experience must be covered by the attachment of certified copies of Certificates of Service.

DUTIES: Promote quality of nursing care as directed by the scope of practice and standards. Management of out-patients, i.e. monitoring and evaluation of patients on monthly basis, referrals from other facilities, reviews and statistics. Bookings and ensuring that patients are initiated on treatment on time. Liaise with catchment areas to adhere to referral pathways. Display concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring adherence to the principles of Batho Pele and Patients’ Rights Charter. Manage all leaves and overtime. Manage the PMDS of all employees in the unit. Implement all prescripts and policies, ordering of medical class II, stationery, cleaning material and all instruments.
Ability to direct a multidisciplinary team so as to ensure good nursing care. Control of budget and all other resources. Participate in quality improvement plans in the hospital. Ensure discipline of staff and resolve grievances as they arise.

ASSISTANT DIRECTOR: CORPORATE SERVICES  
CENTRE: Witbank TB Specialized Hospital  
SALARY: R376 596 p.a. (Level 9) plus benefits  
REFERENCE NO.: MPDOH/SEPT/19/17  

REQUIREMENTS: Diploma / Degree in Public Administration / Management with 6 years relevant experience. Excellent Written and verbal communication skills. Presentation, facilitation, problem solving, conflict resolution, research, project management and time management skills. A good understanding and knowledge of relevant prescripts governing the Public Service. A valid driver's license.


PROFESSIONAL NURSE SPECIALTY GRADE 1 (Replacement)  
CENTRE: Witbank Hospital  
SALARY: R362 559 – R420 318 per annum (Depending on the years of experience plus benefits)  
REFERENCE NO.: MPDOH/SEPT/19/18  

Requirements: Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional nurse plus a post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in casualty and emergency. Current registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.

Duties: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards.
PHYSIOTHERAPIST GRADE 1
CENTRE: Mmametlhake Hospital (DR J.S Moroka Sub-District)
SALARY: R317 976 – R361 872 p.a. (OSD requirements depending on years of experience)
REFERENCE NO.: MPDOH/SEPT/19/19

REQUIREMENTS: BSc in Physiotherapy or equivalent. Valid driver’s license. Register with the Health Professional Council of South Africa. Must be Computer literate, excellent communication and interpersonal skills, Good time management, Ability to work as a team. Problem solving skills, Ability to be encouraging, empathetic and firm.

DUTIES: The officer should implement physiotherapy clinical protocols, implement audits and policies. Execute administrative task, control inventory and assistive devices. Write and submit reports. Participate in all services of the programme. Be willing to work in the community. The officer must be willing to work in a team. Record keeping. Compiling report. Implementing quality, infection control, and Health and safety policies. Provide outreach services.

CHIEF PERSONNEL OFFICER
CENTRE: Mmametlhake Hospital
SALARY: R316 791 p.a. (Level 8) plus benefits
REFERENCE NO.: MPDOH/SEPT/19/20

REQUIREMENTS: Grade 12 plus six (6) years’ experience in HRM or Diploma / Degree in HRM / Public Admin/ Management with three (3) years’ experience in HRM. At least a minimum of three (3) PERSAL Certificates. Knowledge, skills and competency: Proven experience in the sphere of general HRM, recruitment and service benefits matters. A valid Driver’s license. Computer Literacy: MS Word, MS excel, MS Outlook, MS Power point, Proof of Persal training and competencies. Broad knowledge of BCEA, EEA, PFMA problem solving. Display the following competencies: Good verbal and written communication, interpersonal relation skills, ability to work under pressure and deliver.


ASSISTANT DIRECTOR: LABOUR RELATIONS SERVICES
CENTRE: Nkangala District Office, Emalahleni
SALARY: R470 040 p.a. (Level 10) plus benefits
REFERENCE NO.: MPDOH/SEPT/19/21

REQUIREMENTS: Diploma / Degree in Labour Relations or equivalent as recognized by SAQA. Qualification in HRM / Management / Labour Relations will be an added advantage plus six years’ appropriate experience in Labour Relations environment. A valid driver’s license (with the exception of persons with disabilities). Knowledge and
Skills: Computer Literacy. Good communication skills. Knowledge of legal framework
governing the public service. Interpersonal skills.

DUTIES: Coordinate remedial and preventative actions on labour unrest. Facilitate
labour dispute resolutions. Conduct investigations on misconduct cases and
grievances.

HUMAN RESOURCE PRACTITIONER (HRD)
CENTRE: Mmametlhake Hospital
SALARY: R257 508 (Level 7) plus benefits
REFERENCE NO.: MPDOH/SEPT/19/22

REQUIREMENTS: Grade 12 plus three (3) years relevant experience or National
Diploma in Human Resource Development / Public Administration or related field of
study coupled with relevant experience. Knowledge of Persal System will be an
advantage. Plus the following keys: Knowledge of Government policies and all skills
development related legislation. Employment Equity Act, SAQA, SETA, understanding
of the National Skill Development Act and Understanding of Learnership. Computer
literacy MS Excel, MS Project and Power Point. Skills: Presentation and report
writing, Organizational and administration. Numeracy, interpersonal and
communication, Communication: Verbal and written, Creativity, innovative and
having a driver’s license.

DUTIES: Key Performance Areas: Presentation of the orientation and induction
program. Compilation of relevant documentation pertaining to Learnership program.
Compilation of monthly, quarterly and annually training reports. Update learner
database. Learnership Administration. Monitoring and evaluation of programmes,
attend to all HRD administrative duties. Monitoring ABET Programme, Administer part
time and full time bursary programmes.

OCCUPATIONAL THERAPIST GRADE 1
CENTRE: Bernice Samuel Hospital
SALARY: R317 976 – R361 872 p.a. (OSD requirements depending on years of
experience and qualifications)
REFERENCE NO.: MPDOH/SEPT/19/23

REQUIREMENTS: B.SC Occupational Therapy Degree. Registration with HPCSA as
an Occupational Degree. Candidates should have sound knowledge of general
occupational therapy principles including rehabilitation, assessment and analysis.
Good verbal and written communication skills. Ability to work in a team. Ability to work
under pressure in a changing environment. To relieve colleagues as the need arises
and work closely with other disciplines.

DUTIES: Render and manage Occupational therapy services that comply with
standards and norms. Implement individual and group programs in keeping with a
recovery model. Adhere to provincial, hospital and departmental policies procedures
and regulations. Participate in quality assurance audits. Participate in continued
professional development programs. Exercise care with all consumables and
equipment
POST - BASIC PHARMACIST ASSISTANT
CENTRE: Bernice Samuel Hospital
SALARY: R208,383 – R234,738 p.a. (OSD requirements depending on years of experience and qualifications)
REFERENCE NO.: MPDOH/SEPT/19/24

REQUIREMENTS: Grade 12 Certificate, Post Basic Pharmacist's Assistant qualification, registered with the South African Pharmacy Council (SAPC). Proof of current registration with SAPC. Appropriate post registration experience will be an added advantage. Good interpersonal skills, ability to work under pressure and professionalism. Knowledge and skills: Pharmacy and Public service legislation, communication skills (written / verbal). Mathematical skills and Computer literacy.

DUTIES: Perform all duties falling within the scope of practice of Post Basic Pharmacist’s Assistant under direct supervision of a Pharmacist, including but not limited to the following: Assist with the manufacturing of non-sterile or sterile medicine according to formulas and SOPs. Re-packaging of medicines. Distribution and control of medicines. Reading and preparation of a prescription. Selection, labelling and supply of medicine in an appropriate container following the interpretation and evaluation of a prescription. Stock control and management, including ordering, receipt, storage and distribution of medicines according to legislation. Dispensing of medicines and providing information, education and counselling of patients to promote health.

SOCIAL WORKER GRADE 1
CENTRE: Mmametlhake Hospital (Dr J.S Moroka Sub-District)
SALARY: R257,592 - R298,614 p.a. (OSD requirements depending on years of experience and qualifications)
REFERENCE NO.: MPDOH/SEPT/19/25

REQUIREMENTS: Bachelor degree in Social work, Registration with the South African Council for Social Service Profession as Social Worker. Proof of current registration with South African Council for Social Service as a Social Worker. Proof of current registration with South African Council for Social Service Profession as Social Worker. A valid driver's license. Knowledge: Working knowledge and understanding of human behaviour and social systems, the ability and competence, develop, advocate for, and empower individuals, families, group, organizations and communities to enhance their problem solving capabilities, the ability to promote, restore, maintain, advocate for and enhance the functioning of individuals families groups and communities by enabling them to accomplish task, prevent and alleviate distress and use resources effectively, the understanding and ability to provide social services towards protecting vulnerable people, ability to compile complex reports. Skills: skills to intervene at the points where people interact with their environments in order to promote social wellbeing.

DUTIES: Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through relevant programmes, support lower level employees, keep up to date with developments programmes and support lower level employees.
Keep up to date with developments in the social welfare fields. Perform all administration functions required of job.

ENVIRONMENTAL HEALTH PRACTITIONER
CENTRE: Impungwe Hospital
SALARY: R317 976 – R361 872 p.a. (OSD requirements depending on qualifications and experience)
REFERENCE NO: MPDOH/SEPT/19/26

REQUIREMENTS: Grade 12 or (Senior Certificate) and Diploma in Environmental Health or an appropriate Bachelor’s degree in Environmental Health / Public health with three (3) years’ experience in Environmental Health. Currently registration with the Health Professions Council of South Africa (HPCSA), as an independent Environmental Health Practitioner. A valid driver’s licence. Knowledge on health care waste management and other related activities. Programme and project management skills. Contract management skills. Presentation and report writing skills. Ability to coordinate multi-disciplinary and sectoral activities. Good leadership qualities, with a clear demonstration of management abilities. Must be computer literate and able to work independent under pressure. Ability to prioritize issues and other work related matters and to comply with the time frame. Understanding legislative frameworks and related policies in the health public sector and environmental health.

DUTIES: Comply and enforce environmental health related legislation, regulations, norms and standards. Responsible to support and oversee issues pertaining to hazardous substances and chemical safety in the province. Develop, implement, monitor and evaluate policies and guidelines for environmental health and the management of health care waste. Monitor and evaluate the health care risk waste contract. Develop a turnaround strategy to improve the management of health care waste in the province. Capacity building of health care workers to manage health care waste in the facilities. Provide technical support to facilities and other stakeholders. Be able to analyse data for decision making. Evaluate compliance for the rendering of Municipal Health Services at the District Municipalities. Responsible in providing leadership and direction in the programme. Demonstrate effective communication with supervisors, other health professionals and support services personnel and junior colleagues including report writing. Represent the department at various stakeholders’ forums. Develop strategic and operational plans for the programme in line with the National Environmental Health Strategy. Advocate and ensure the promotion of environmental health services.

Application documents for Nkangala District to be posted to:
The District Manager OR Deliver applications to:
Nkangala District Piet Kornhoff Building
Private Bag X 7296 EMALAHLENI
EMALAHLENI 1035
1035

N.B.: For attention for: MS. SHELLY MATHEBA – 013 658 1000
EHLANZENI DISTRICT

CLINICAL MANAGER Grade 1 [Post is withdrawn]
CENTRE: Barberton Hospital
SALARY: R1 173 900 p.a. (OSD Remuneration Package)
Reference No: MPDOH/SEPT/19/27

REQUIREMENTS: MBChB degree or equivalent qualification plus minimum of 3 (three) years appropriate experience as a Medical Practitioner after registration as Independent Practice. Registration with the HPCSA. A valid work permit will be required from non-South Africans. Knowledge, Skills and competencies: Sound clinical knowledge of current Health and Public Service legislations, regulations and Policies.

DUTIES: Provide clinical care to patients. Give input into the team management. Provide on-going medical management of patients with chronic medical conditions. Supervise medical officers in proper taking, management and storage of health information including discharging summaries. Participate in quality improvement plans in the hospital. Perform after hour clinical duties.

DEPUTY MANAGER: NURSING SERVICES (LEVEL 1 & 2)
CENTRE: Barberton Hospital
SALARY: R843 618 p.a. plus benefits in line with OSD requirements
REFERENCE NO.: MPDOH/SEPT/19/28

REQUIREMENTS: Bachelor’s Degree or Diploma in Health Management, Degree or Diploma in General nursing, a minimum of 9 Years appropriate/recognizable experience in nursing after registration as a professional nurse and at least 4 years must be recognizable experience in nursing management level, currently registered with S.A.N.C as a Professional Nurse. Knowledge and skills: understanding of legislation and related and ethical Nursing, practice, knowledge of the scope of practice for the different categories in nursing, ability to plan, organize and coordinate the nursing service, good communication interpersonal skills, implement Batho Pele principles, basic computer literacy skills and a valid driver's licence.

DUTIES: Establish the strategic direction of the component to alignment with its business plan, ensure that efficiency and most suitable work procedures are identified, developed and implemented. Facilitate the development of nursing operation/business plan to give strategic directions. Participate in the hospital executive decision making body. Collaborate with other health team members to identify actual and potential areas for nursing and health care research for improvement and maintenance of quality care. Coordinate service and specific care activities within the multidisciplinary teams, coordinate the provision of relevant health care and rehabilitation, Advocate and ensure promotion nursing ethos and professionalism, Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to ensure care, manage and utilize resources in accordance relevant directives and legislations.
MEDICAL OFFICER GR 1  
CENTRE: Barberton Hospital  
SALARY: R821 205 – R884 670 p.a. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance  
REFERENCE NO.: MPDoH/SEPT/19/29  

REQUIREMENTS: MBCHB degree with a recognized University. A postgraduate medical qualification will be an added advantage. Post Com Service experience. Current registration with the HPCSA. A valid work permit will be required from non-South Africans. Sound clinical knowledge and experience in the respective medical discipline. Knowledge of current health and public service legislation, regulation and policies.  

DUTIES: Provide clinic care. Manage resources, including human resources. Co-ordinate and Supervise the teaching of Community Service and junior doctors in the unit. Organise and participate in OPD activities. Attend all relevant meetings. Manage the outpatient clinic of your unit. Participate in quality improvement plans in the hospital. Perform after hours duties. Provide operational leadership in your unit. Ensure medical outreach to PHC unit.  

OPERATIONAL MANAGER - THEATRE GR-1 (PN-B1) SPECIALTY UNIT  
CENTRE: Barberton Hospital  
SALARY: R562 800 p.a. (OSD requirements depending on the years of experience plus benefits)  
REFERENCE NO.: MPDOH/SEPT/19/31  

REQUIREMENTS: Senior Certificate, Diploma/Degree in nursing or equivalent qualification that allows registration with the SA Nursing Council as an Operating Theatre Professional Nurse. A minimum of at least 9 years appropriate experience in general nursing after registration as a Professional Nurse with SANC. At least 5 years of the above named period must be recognizable experience after obtaining the one year post basic qualification in the relevant specialty in terms of R425.  

DUTIES: Manage the nursing activities of Operating Theatre and CSSD. Implement National and Provincial Health priorities. Implement all relevant prescripts/legislation. Manage and monitor Proper utilization of human financial and material resource. Manage the budget According to the PFMA. Participate in the analysis and Implementation of nursing Guidelines and practices, standards and procedures. Manage the performance Appraisal of personnel. Supervise the training and development of learners and Personnel. Manage CSSD section.  

OPERATIONAL MANAGER: PN - B3 (19 POSTS)  
CENTRE: Ehlanzeni District: Sandrivier Clinic; Hazyview Clinic; Jerusalem Clinic; Matsulu CHC; KaNyamazane CHC; Justicia Clinic; Zseeknog Clinic; Utah Clinic; Kildare Clinic; Goromane Clinic; Mgobodzi Clinic; Jeppes Rust Clinic; Strydomblock Clinic; Ntunda CHC; Mashishing Clinic; Glory Hill Clinic; Renee Clinic; Barberton Town Clinic; Komatipoort Clinic  
SALARY: R562 800 – R633 432 per annum (OSD requirements depending on the years of experience)
REFERENCE NO.: MPDOH/SEPT/19/32

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 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Experience and Knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial policies and practices. Must have the following 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.

DUTIES: Manage and provide PHC facility supervisory duties in line with the PHC Supervision policy guideline. Ensure clinical nursing practice by the nursing team in the facility 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 in accordance to the PHC Service delivery Package. Ensure implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.

CHIEF ADMINISTRATION CLERK: PATIENT ADMINISTRATION
CENTRE: Lydenburg Hospital
SALARY: R257 508 p.a. (Level 7) plus benefits
REFERENCE NO.: MPDOH/SEPT/19/33

REQUIREMENTS: Grade 12 plus three (3) years’ experience in patient administration or National Diploma / Degree Public Administration / Management. Extensive knowledge of outpatient administration, reception in and help desk functions. Extensive knowledge of PEIS, Billing system and UPFS user guide/procedure book. Knowledge of Revenue policies and understanding of sector financial administration and the provisions of PFMA .Knowledge of relevant prescripts such as Government Gazette. Good communication skill, report writing skills be computer literate and have ability to work under pressure. Be available to work extra hours in a 24 hour shift environment and be part of the hospitals multidisciplinary committees. A valid driver licence Code B will serve as an added advantage.

DUTIES: Manage patient admin in a 24 hours shift system, manage and sustain internal control for collection of revenue, process debtors account, banking of revenue collected, excising control over the maintenance and application of the filing system for medical records, facilitate proper classification and re-classification of patients, compile management, reports, manage archiving of patient records, evaluation of staff in terms of the performance management system. Prepare on / off duties for staff including ward clerk. Control overtime, stand-by and Sunday/public holiday claims.
Control queue Marshall, porter and mortuary services. Handle enquiries relating to patient admin, assist with case management and compile daily, weekly and monthly statistics and reports.

PRINCIPAL PERSONNEL OFFICER
CENTRE: Tonga Hospital
SALARY: R257 508 p.a. (Level 7)
REFERENCE NO.: MPDoH/SEPT/19/34

REQUIREMENTS: Grade 12 plus three (3) years relevant experience in HRM or National Diploma / Degree in Public Administration / Management / Human Resource Management. Experience should include working with appointments, service conditions, Pension Matters and crafting of submissions relating thereto exclusive knowledge and experience in PERSAL, have certificates in Persal, knowledge of the procedure on incapacity leave and ill/health retirement(PILLAR) the ability to handle the task of multi-disciplinary nature, self-motivated and the ability to work under pressure, some communication and interpersonal skills, analytical skills problem solving and make decisions, computer literacy in particular MS excel and word. Driver’s license will be an added advantage.

DUTIES: Perform duties relating to human resource, recruitment and selection and service condition, process pension documents, handle PILLAR cases for the Hospital and Clinics, craft quality submissions relate to the said dories. Supervise and train junior colleagues, maintain monthly HR reports and provide inputs for relevant plans and report timeously, manage the duties efficiently and effectively, building team spirit and ethical HR practice in terms of the Public Service Act and regulations. Provide support the Chief Personnel Officer or HR Manager.

Application documents for Ehlanzeni District to be posted to:
The District Manager
Ehlanzeni District
Private Bag X 11278
NELSPRUIT
1200

OR
Deliver applications to:
66 Anderson Street
NELSPRUIT
1200

N.B.: For attention for: MR. ISAAC ZITHA – 013 7555100
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GERT SIBANDE DISTRICT

PHARMACIST GR 1
CENTRE: Bethal Hospital
SALARY: R693 372 – R735 918 p.a. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance
Reference No: MPDOH/SEPT/19/30

REQUIREMENTS: Pharmacy Degree or equivalent qualification. Current registration with the SA Pharmacy Council. Conversant with current Pharmaceutical and related legislation. Five (5) years appropriate experience gained after registration.
Core competencies recommended. Commitment to quality development of self and others. Computer literacy, good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills.


HEAD OF NURSING SCHOOL (HOSPITALS)
CENTRE: Piet Retief Hospital
SALARY: R579 696 – R672 018 p.a. plus benefits including Rural Allowance (8%)
REFERENCE NO.: MPDOH/SEPT/19/35

REQUIREMENTS: Basic qualification accredited with SANC in terms of government notice 425 (Diploma or Degree in Nursing) or equivalent qualification that allows registration with SANC. Professional post-basic qualification in Nursing Education. Registered with SANC. Minimum of 6 years appropriate nursing experience after registration as Professional Nurse with SANC in General Nursing

DUTIES: Manage Nursing School. Supervise tutors. Provide education and training to student nurses. Co-ordinate clinical learning exposure to students between college and clinical areas. Support mission and promote the image of the institution. Implement assessment strategies to determine learner’s competencies and exercise control over students.

OPERATIONAL MANAGER NURSING: OPERATING THEATRE (SPECIALTY)
CENTRE: Piet Retief Hospital (Gert Sibande District)
SALARY: R562 800 – R633 432 p.a. (OSD depending on years of experience)
REFERENCE NO.: MPDOH/SEPT/19/36

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 CSSSD 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 workplace discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.

ASSISTANT DIRECTOR: PRIMARY HEALTH CARE
CENTRE: Mkhondo Sub-District (Piet Retief)
SALARY: R562 800 – R633 432 p.a. (OSD requirements depending on the years of experience)
REFERENCE NO.: MPDOH/SEPT/19/37

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 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Experience and Knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial policies and practices. Must have the following 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.

DUTIES: Manage and provide PHC facility supervisory duties in line with the PHC Supervision policy guideline. Ensure clinical nursing practice by the nursing team in the facility 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 in accordance to the PHC Service delivery Package. Ensure implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.

OPERATIONAL MANAGER: PN - B3 (4 posts)
CENTRE: Gert Sibande District: Davel Clinic & Lothair Clinic; Diepdale Clinic, Stanwest Clinic
SALARY: R562 800 p.a. (OSD requirements depending on the years of experience)
REFERENCE NO.: MPDOH/SEPT/19/38

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 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Experience and Knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery.
Demonstrate a basic understanding of HR and financial policies and practices. Must have the following 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.

**DUTIES:** Manage and provide PHC facility supervisory duties in line with the PHC Supervision policy guideline. Ensure clinical nursing practice by the nursing team in the facility 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 in accordance to the PHC Service delivery Package. Ensure implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.

**OPERATIONAL MANAGER NURSING (PAEDIATRIC WARD)**
**CENTRE:** Piet Retief Hospital
**SALARY:** R562 800 p.a. plus benefits including rural allowance of 8%.
**REFERENCE NO.:** MPDOH/SEPT/19/39

**REQUIREMENTS:** Basic R425 qualification i.e. Diploma \ Degree in nursing or equivalent qualification that allows registration with SANC as a professional Nurse. 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 Paediatric 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.
OPERATIONAL MANAGER (MEDICAL WARD) PNA5 (General)
CENTRE: Piet Retief Hospital
SALARY: R444 276 – R579 696 p.a. plus benefits including Rural allowance 8%
REFERENCE NO.: MPDOH/SEPT/19/40

REQUIREMENTS: Registration with the SA Nursing Council as a Professional Nurse with post basic qualification Intensive Care. A minimum of 7 years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.

DUTIES: 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. 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 amicably 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.

CLINICAL PROGRAMME CO-ORDINATOR GR1 (PN-A5) IPC
CENTRE: Piet Retief Hospital
SALARY: R444 276 – R579 696 p.a. plus benefits including Rural allowance 8%
REFERENCE NO.: MPDOH/SEPT/19/41

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

DUTIES: Coordinate infection control and prevention programmes, compile reports on compliance and non-compliance to quality standards, develop and ensure implementation of policies, norms and standards with regards to infection prevention and control, facilitate development of quality improvement plans in relation to infection control and prevention.

CLINICAL PROGRAMME COORDINATOR: QUALITY ASSURANCE
CENTRE: Ermelo Hospital
SALARY: R444 276 p.a. (OSD requirements depending on years of experience)
REFERENCE NO.: MPDOH/SEPT/19/42

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 & Midwifery. 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, 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 recognized 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. Identity facilitate and coordinate all quality improvement plans. Ensure implementation of National core standard and provincial initiatives (patients Right Charter, Batho Pele programmers etc.). Ensure that all facilities conduct patients Experience of Care and waiting time’s surveys. Ensure planning, Co-ordination implementation, monitoring and evaluation of the quality assurance programmers within the district, Co-ordinate all aspects of National Core Standards. Programmer including assessments and activities to achieve National Core Standards accreditation. Coordinate peer review assessments. Visit facilities maintain reports of such visits. Ensure all facilities develop Quality Improvement Plans, action plan and submit monthly quarterly and annual reports. Conduct District assurance meetings provide training and update clinical and non-clinical staff on quality issues. Ensure clinical and nursing audits are conducted to evaluate patient care. Participate in adverse events, complains 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 programmers.

**CLINICAL PROGRAMME CO-ORDINATOR GR1 (PN-A5) IPC**
**CENTRE:** Piet Retief Hospital
**SALARY:** R444 276 p.a. plus benefits including Rural allowance 8%
**REFERENCE NO.:** MPDOH/SEPT/19/43

**REQUIREMENTS:** Basic R425 qualification (i.e. diploma/degree in nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SANC as Professional Nurse .A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Experience in infection control and prevention. Training in infection control will be an added advantage. Computer literacy. Understanding of infection control policy, good interpersonal skills, ability to plan and organise, presentation skills, conflict management skills, people management.
DUTIES: Coordinate infection control and prevention programmes, compile reports on compliance and non-compliance to quality standards, develop and ensure implementation of policies, norms and standards with regards to infection prevention and control, facilitate development of quality improvement plans in relation to infection control and prevention.

PROFESSIONAL NURSE SPECIALTY GRADE 1 (Replacement)
CENTRE: Amajuba Memorial Hospital
SALARY: R362 559 – R420 318 per annum (Depending on the years of experience plus benefits)
REFERENCE NO.: MPDOH/SEPT/19/44

REQUIREMENTS: Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional nurse plus a post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in a speciality area. Current registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards

SENIOR STATE ACCOUNTANT: BUDGET AND REPORTING
CENTRE: Piet Retief Hospital
SALARY: R316 791 p.a. [Level 8] plus benefits
REFERENCE NO.: MPDOH/SEPT/19/45

REQUIREMENTS: Grade 12 plus six (6) years relevant experience in Finance / Revenue / Debtors / Bookkeeping Management unit or Diploma / Degree in Finance / Auditing plus three (3) years’ experience in Finance / Revenue / Debtors / Bookkeeping Management unit. Knowledge and Skills: Knowledge and practical experience of BAS and PAAB. Knowledge of rules and regulations, PFMA, Treasury Regulations. Division of Revenue Act and other related prescripts. A valid driver’s license. Sound and practical knowledge of Uniform Patient Fee Schedule (UPFS) and its application in health environment. Communication and interpersonal relations skills. Problem solving skills. Report writing skills. Planning and organizing skills. Computer literacy.

SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT
CENTRE: Piet Retief Hospital
SALARY: R316 791 p.a. [Level 8] plus benefits
REFERENCE NO.: MPDOH/SEPT/19/46

REQUIREMENTS: Grade 12 plus six (6) years relevant experience in Finance / Revenue / Debtors / Bookkeeping Management unit or Diploma / Degree in Finance / Auditing plus three (3) years’ experience in Finance / Revenue / Debtors / Bookkeeping Management unit Knowledge and Skills: Knowledge and practical experience of BAS and PAAB. Knowledge of rules and regulations, PFMA, Treasury Regulations. Division of Revenue Act and other related prescripts. A valid driver’s license. Sound and practical knowledge of Uniform Patient Fee Schedule (UPFS) and its application in health environment. Communication and interpersonal relations skills. Problem solving skills. Report writing skills. Planning and organizing skills. Computer literacy.

DUTIES: Render Procurement and provisioning services. Render and administer logistic services. Render and administer Asset management services. Render and administer Fleet Management services. Render and coordinate infrastructural services. Adhere to relevant prescripts and Policies. Compile relevant reports.

SENIOR ADMINISTRATIVE OFFICER: CORPORATE SERVICES
CENTRE: Elsie Ballot Hospital
SALARY: R316 791 p.a. [Level 8] plus benefits
REFERENCE NO.: MPDOH/SEPT/19/47

REQUIREMENTS: Grade 12 plus six (6) years relevant experience or National Diploma / Degree in HRM / Administration / Management plus three (3) years relevant experience. Excellent Written and verbal communication skills. Presentation, facilitation, problem solving, conflict resolution, research, project management and time management skills. A good understanding and knowledge of relevant prescripts governing the Public Service. A valid driver’s license.


ADMINISTRATIVE OFFICER: HRD
CENTRE: Amajuba Memorial Hospital
SALARY: R257 508 p.a. (Level 7) plus benefits
REFERENCE NO.: MPDOH/SEPT/19/48

REQUIREMENTS: Grade 12 plus three (3) years’ relevant experience in HRD / Training or National Diploma / Degree in HRD / Administration / Management. Ability to meet deadlines. Excellent written and verbal communication skills.
Good presentation and facilitation skills, computer skills, good interpersonal relation. Management of skills, report writing skills, understanding and interpretation of Acts and policies.

**DUTIES:** Facilitate trainings in the institution, e.g. ABET, Leadership and other programmes. Facilitate bursaries and study leaves, facilitate orientation/induction programmes. Comply with employment Equity Plan. Compile skills audit report; maintain training database, control and monitor training equipment, manage Performance Management and Development System (PMDS)

**Application documents for Gert Sibande District to be posted to:**

<table>
<thead>
<tr>
<th>The District Manager</th>
<th>OR</th>
<th>Deliver applications to:</th>
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<tbody>
<tr>
<td>Gert Sibande District</td>
<td></td>
<td>39 Jan Van Rebeeck Street</td>
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<td>Private Bag X 9028</td>
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For attention for: Mr. MNDENI DHLADHLA – 017 811 1643 X 241

**N.B.** The requirements and the duties will be posted on Tuesday, 03 September 2019 on website: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**CLOSING DATE FOR ALL THE POSTS: 13 SEPTEMBER 2019** (at 14h00 sharp) all applications received after the closing date and time will NOT be entertained. Applicants are advised to apply as early as possible to avoid disappointments.

**NOTE:** Applications should be submitted on Z83 form obtainable from any public service department and should be accompanied by recently certified copies of qualifications (preferably not older than 3 months), ID/passport and curriculum vitae.

Please quote the CORRECT references on your application form and where possible the station/Centre where the post is. Please use one application form per post. No faxed applications will be accepted.

**NB:** Candidates who are not contacted within 3 months after the closing date must consider their applications as having been unsuccessful except for professional posts, which will be finalised within 4 months.

**Please Note:** all Candidates will undergo security checks which include Security Clearance, Security Vetting, qualification verification, Criminal Record checks & Citizenship.

For those that will be shortlisted, the Candidates MUST bring along the following documents on the day of the interview – **THEIR FINGERPRINTS; Certified ID Copy not older than 3 months**

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)

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