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.

CLOSING DATE: 28 JUNE 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 5 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)

POST: SPECIALIST GR 1 & 2 - Reference No: MPDOH/June/19/01
CENTRE: Witbank Hospital
SALARY: R1 106 040 – R1 342 230 p.a. (OSD Requirements)

REQUIREMENTS: Grade 12 certificate and an appropriate qualification that allows registration with HPCSA as a Medical Practitioner. An appropriate qualification that allow registration with HPCSA as Medical Specialist – Registration Certificate with HPCSA as Medical Specialist. Proof of Current registration (2018).
Grade 1: No experience required.
Grade 2: Minimum of 5 years’ relevant experience after registration with HPCSA as a Medical Specialists
Proof of experience stamped and endorsed by Human Resources should be attached to the application. Knowledge, Skills, Attributes and Abilities: Good communication skills, facilitation and teambuilding skills. Demonstrated personal qualities and strengths such as leadership, enthusiasm, commitment and a pioneering spirit. Computer literacy.

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

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350
or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350
FOR ATTENTION: Mr. M A Dhladhla
POST: MEDICAL OFFICER GR 3 (OPHTHALMOLOGY)  Reference No: MPDOH/June/19/02

CENTRE: Bethal Hospital

SALARY: R1 089 693 – R1 362 366 p.a. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

REQUIREMENTS: MBCHB degree with a recognized University. A postgraduate medical qualification will be an added advantage. A minimum of 10 years" post-registration 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.

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)

APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350

FOR ATTENTION: Mr. M A Dhladhla

POST: MEDICAL OFFICER GR 2 - Reference No: MPDOH/June/19/03

CENTRE: Bethal Hospital

SALARY: R938 964 – 1 026 693 p.a. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

REQUIREMENTS: MBCHB degree with a recognized University. A postgraduate medical qualification will be an added advantage. A minimum of 10 years" post-registration 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.

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)

APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350

FOR ATTENTION: Mr. M A Dhladhla

POST: MEDICAL OFFICER GRADE 2 - Reference No: MPDOH/June/19/04

CENTRE: Tinswalo Hospital

SALARY: R938 954 - R1 026 693 per annum (OSD). (All-inclusive package) (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

REQUIREMENTS: MBCHB degree or equivalent qualification from a recognized university. Current registration with the HPCSA as a medical practitioner. A valid work permit for non-South African citizens. Minimum of 5 years’ experience after community service. Sound knowledge of medical ethics.


ENQUIRIES: Mr. I Zitha Tel No: 013 755 5100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200
FOR ATTENTION: Ms. Innocent Mthombeni Tel No: (013 7555 100)

POST: DEPUTY MANAGER: NURSING (Level 1 & 2 Hospital) (PNA8) 2 POSTS (REPLACEMENT) - Reference No: MPDoH/June/19/05
SALARY: R843 168 p.a. in terms of OSD
CENTRE: Carolina Hospital; Standerton Hospital
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 a Professional Nurse. A minimum of nine (9) years appropriate / recognizable experience in nursing after registration as a Professional Nurse. At least 4 years of the period referred to above must be appropriate / recognizable experience in management. Proof of current registration with the SANC as a Professional Nurse. Must be computer literate and able to work with MS Office packages including email. 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 professional scope of practice and standards as determined by the hospital. Work effectively and amicably at management level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate effective communication with supervisors, other health professionals and support services personnel and junior colleagues including report writing. Ability to direct a multidisciplinary team so as to ensure good nursing care. Development and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Advocate and ensure the promotion of nursing ethos and professionalism. Manage human and financial resources

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350
or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350
FOR ATTENTION: Mr. M A Dhladhla
**POST:** MEDICAL OFFICER GR 1 TO GR 3: PAEDIATRICS - Reference No: MPDOH/June/19/06

**CENTRE:** Witbank Hospital – Tertiary

**SALARY:** R821 205 - R1 362 366 - p.a. depending on years of experience (OSD Requirements / commuted overtime) (Salary to be determined in line with OSD requirements)

**REQUIREMENTS:** Grade 12 certificate. MBChB degree with recognized university. A postgraduate DCH qualification or passing the FC Paeds part 1 will be an added advantage. Current Registration with the HPCSA. A valid work permit will be required from non-South Africans. Additional experience in Pediatrics will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment & clinical management. Knowledge of current health and public service legislation, regulation and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independency and ethical behavior. Ability to study & work in a team.

**GRADE 1:** Requires appropriate qualification (MBChB degree or equivalent qualification) plus registration with HPCSA as a Medical Officer.

**GRADE 2:** Requires appropriate qualification (MBChB degree or equivalent qualification) registration certificate plus five years’ experience after registration with HPCSA as a Medical Officer.

**GRADE 3:** Requires appropriate qualification (MBChB degree or equivalent qualification), Registration certificate plus ten years’ experience after registration with HPCSA as a Medical officer.

**DUTIES:** Rendering of clinical services to the new-born and older children which includes: Assessment & management of patient, which includes emergency care, critical care (Intensive care unit Admissions), ward care and outpatient care. Teaching and supervision of MBCHB V or VI students. Supervision and training of interns and nursing staff. Give medical input in to allied support services & team management. Provide written & verbal input in to risk assessment, counseling and medico-legal problems. Provides support and outreach to district hospital patients and medical officers.

**ENQUIRIES:** Ms. S Matheba: Tel No: (013 658 1070)

**APPLICATIONS:** The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

**FOR ATTENTION:** Ms. S Matheba

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**POST:** MEDICAL OFFICER GR 1 (2 POSTS) - Reference No: MPDOH/June/19/07

**CENTRE:** Barberton Hospital

**SALARY:** R821 205 – R884 670 p.a. depending on years of experience (OSD Requirements / commuted overtime) (Salary to be determined in line with OSD requirements)

**REQUIREMENTS:** Grade 12 certificate. MBChB degree with recognized university. Current registration with the HPCSA. A valid work permit will be required from non–South Africans. Sound knowledge of child care ethics. Additional experience in Pediatrics will serve as recommendation. Skills in terms of consultations, history taking, examination, clinical assessment & clinical management. Knowledge of current health and public service legislation, regulation and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independency and ethical behavior. Ability to study & work in a team. Requires appropriate qualification (MBChB degree or equivalent qualification) plus registration with HPCSA as a Medical Officer.
**DUTIES:** Rendering of clinical services to the new-born and older children which includes: Assessment & management of patient, which includes emergency care, critical care (Intensive care unit Admissions), ward care and outpatient care. Teaching and supervision of MBCHB V or VI students. Supervision and training of interns and nursing staff. Give medical input in to allied support services & team management. Provide written & verbal input in to risk assessment, counseling and medico-legal problems. Provides support and outreach to district hospital patients and medical officers.

**ENQUIRIES:** Mr. I Zitha Tel No: 013 755 5100

**APPLICATIONS:** The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200

**FOR ATTENTION:** Ms. Innocent Mthombeni Tel No: (013 7555 100)

**POST:** DEPUTY DIRECTOR: ENVIRONMENTAL HEALTH - Reference No: MPDOH/June/19/08

**CENTRE:** Provincial Office, Nelspruit

**SALARY:** R857 559 p.a. (OSD benefits)

**REQUIREMENTS:** Grade 12 or (Senior Certificate). Diploma in Environmental Health or an appropriate Bachelor’s degree in Environmental Health / Public health with nine (9) years’ experience in Environmental Health. Currently registration with the Health Professions Council of South Africa (HPCSA), as an independent Environmental Health Practitioner. At least nine (9) years’ experience of which five (5) must be on a junior management or equivalent level in environmental health in Environmental Health Services management. A valid driver’s licence. Extensive 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. Policy development and Strategic planning. 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. Able to manage human and financial resources. Understanding legislative frameworks and related policies in the health public sector and environmental health.

**DUTIES:** Monitoring compliance and enforcement of 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. Manage human and financial resources. Represent the department at provincial various relevant 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.

**ENQUIRIES:** Ms Gugu Nkosi @ 013 766 3103, @ 013 766 3340 and / or Mr Emmanuel Makokoropo @ 013 766 3384.
APPLICATIONS: The Head of Department, Private Bag X11285, Nelspruit; 1200, or Hand posted to: Building No. 3 Government Boulevard, Riverside Park Ext 2, Nelspruit, 1200
FOR ATTENTION: Ms. Glory Mokone

POST: MEDICAL OFFICER GR 1 (2 POSTS) - Reference No: MPDOH/June/19/09
CENTRE: Bethal Hospital
SALARY: R821 205 – R884 670 p.a. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

REQUIREMENTS: MBCHB degree with a recognized University. A postgraduate medical qualification will be an added advantage. A minimum of 10 years’ post-registration 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.

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350
FOR ATTENTION: Mr. M A Dhladhla

POST: MEDICAL OFFICER GR 1 - Reference No: MPDOH/June/19/10
CENTRE: Evander Hospital
SALARY: R821 205 – R884 670 p.a. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

REQUIREMENTS: MBCHB degree with a recognized University. A postgraduate medical qualification will be an added advantage. A minimum of 10 years’ post-registration 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.

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350
FOR ATTENTION: Mr. M A Dhladhla
POST: PHARMACIST GRADE 1-3 (ONCOLOGY) (Re-advertisement) Reference No: MPDOH/June/19/11

CENTRE: Rob Ferreira Hospital

SALARY: R693 372 – R871 590 p.a. (OSD) (all-inclusive Package) (Depending on the years of experience in terms of relevant OSD)

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

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

ENQUIRIES: Mr. I Zitha Tel No: 013 755 5100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200
FOR ATTENTION: Ms. Innocent Mthombeni Tel No: (013 7555 100)

POST: PHARMACIST GR 1 - Reference No: MPDOH/June/19/12

CENTRE: Bethal Hospital

SALARY: R693 372 - 7350918 p.a. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

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.

**DUTIES:**

**ENQUIRIES:** Mr. C D Mnisi Tel No: (017 811 1642)

**APPLICATIONS:** The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350

**FOR ATTENTION:** Mr. M A Dhladhla

**POST:** OPERATIONAL MANAGER: CASUALTY - Reference No: MPDoH/June/19/13

**CENTRE:** Evander Hospital

**SALARY:** R562 800 p.a. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

**REQUIREMENTS:** Registration with S.A.N.C as a Professional nurse. Diploma / degree in General nursing (Bridging course or Four year Comprehensive course). Diploma in Midwifery. Post basic qualification in Operating Theatre Technique with duration of 01 year accredited with SANC in terms of Government notice number R212. A minimum of 09 years appropriate or recognizable 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 recognizable experience after obtaining the 01 year post basic qualification in the relevant specialty. Knowledge and skills: Strong leadership and good communication skills. Knowledge of Health ACT, PFMA and other Public health sector policy framework. Computer literacy will be an added advantage.

**DUTIES:** Supervise and co-ordinate the provision of an effective and efficient Patient Care through adequate nursing care. Manage the activities of the Operating Theatre and CSSD according to National and Provincial guidelines. Manage and monitor proper utilization of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.

**ENQUIRIES:** Mr. C D Mnisi Tel No: (017 811 1642)

**APPLICATIONS:** The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350

**FOR ATTENTION:** Mr. M A Dhladhla

**POST:** ASSISTANT MANAGER: NURSING: Area (PN-A7) General Wards - Reference No.: MPDoH/June/19/14

**CENTRE:** Lekwa Sub-District (Replacement)

**SALARY** R532 449 – R617 253 p.a. plus Rural Allowance 8% of Basic salary

**REQUIREMENTS:** Minimum of 7 - 10 years appropriate/recognizable experience in Nursing after registration as a Professional nurse with the South African Nursing Council (SANC) in general nursing. Knowledge of the legislative and Policy framework as well as the current transformation strategies in the Public Sector. Good communication, conflict management and interpersonal skills. Current registration with the South African Nursing Council (SANC).
Computer literacy will be an added advantage. Submission of certified documents. (Certificates & ID)

**DUTIES:** Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human resources. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA.

**ENQUIRIES:** Mr. C D Mnisi Tel No: (017 811 1642)

**APPLICATIONS:** The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350

**FOR ATTENTION:** Mr. M A Dhladhla

**POST:** OPERATIONAL MANAGER: PAEDS - Reference No: MPDOH/June/19/15

**CENTRE** Evander Hospital

**SALARY** R562 800 p.a. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

**REQUIREMENTS:** Registration with S.A.N.C as a Professional nurse. Diploma / degree in General nursing (Bridging course or Four year Comprehensive course). Diploma in Midwifery. Post basic qualification in Operating Theatre Technique with duration of 01 year accredited with SANC in terms of Government notice number R212. A minimum of 09 years appropriate or recognizable 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 recognizable experience after obtaining the 01 year post basic qualification in the relevant specialty. Knowledge and skills: Strong leadership and good communication skills. Knowledge of Health ACT, PFMA and other Public health sector policy framework. Computer literacy will be an added advantage.

**DUTIES:** Supervise and co-ordinate the provision of an effective and efficient Patient Care through adequate nursing care. Manage the activities of the Operating Theatre and CSSD according to National and Provincial guidelines. Manage and monitor proper utilization of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.

**ENQUIRIES:** Mr. C D Mnisi Tel No: (017 811 1642)

**APPLICATIONS:** The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350

**FOR ATTENTION:** Mr. M A Dhladhla
POST: OPERATIONAL MANAGER: THEATRE - Reference No: MPDOH/June/19/16

CENTRE: Bethal Hospital

SALARY: R562 800 p.a. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

REQUIREMENTS: Registration with S.A.N.C as a Professional nurse. Diploma / degree in General nursing (Bridging course or Four year Comprehensive course). Diploma in Midwifery. Post basic qualification in Operating Theatre Technique with duration of 01 year accredited with SANC in terms of Government notice number R212. A minimum of 09 years appropriate or recognisable experience in nursing after registration as a professional nurse with SANC. At least 05 years of the period referred to above, must be appropriate or recognisable experience after obtaining the 01 year post basic qualification in the relevant specialty. Knowledge and skills: Strong leadership and good communication skills. Knowledge of Health ACT, PFMA and other Public health sector policy framework. Computer literacy will be an added advantage.

DUTIES: Supervise and co-ordinate the provision of an effective and efficient Patient Care through adequate nursing care. Manage the activities of the Operating Theatre and CSSD according to National and Provincial guidelines. Manage and monitor proper utilisation of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)

APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350

FOR ATTENTION: Mr. M A Dhladhla

POST: OPERATIONAL MANAGER: MATERNITY - Reference No: MPDOH/June/19/17

CENTRE: Bethal Hospital

SALARY: R562 800 p.a. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

REQUIREMENTS: Registration with S.A.N.C as a Professional nurse. Diploma / degree in General nursing (Bridging course or Four year Comprehensive course). Diploma in Midwifery. Post basic qualification in Operating Theatre Technique with duration of 01 year accredited with SANC in terms of Government notice number R212. A minimum of 09 years appropriate or recognisable experience in nursing after registration as a professional nurse with SANC. At least 05 years of the period referred to above, must be appropriate or recognisable experience after obtaining the 01 year post basic qualification in the relevant specialty. Knowledge and skills: Strong leadership and good communication skills. Knowledge of Health ACT, PFMA and other Public health sector policy framework. Computer literacy will be an added advantage.

DUTIES: Supervise and co-ordinate the provision of an effective and efficient Patient Care through adequate nursing care. Manage the activities of the Operating Theatre and CSSD according to National and Provincial guidelines. Manage and monitor proper utilisation of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)

APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350

FOR ATTENTION: Mr. M A Dhladhla
POST: OPERATIONAL MANAGER: PEADS - Reference No: MPDOH/June/19/18
CENTRE: Bethal Hospital
SALARY: R562 800 p.a. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

REQUIREMENTS: Registration with S.AN.C as a Professional nurse. Diploma / degree in General nursing (Bridging course or Four year Comprehensive course). Diploma in Midwifery. Post basic qualification in Operating Theatre Technique with duration of 01 year accredited with SANC in terms of Government notice number R212. A minimum of 09 years appropriate or recognisable experience in nursing after registration as a professional nurse with SANC. At least 05 years of the period referred to above, must be appropriate or recognisable experience after obtaining the 01 year post basic qualification in the relevant specialty. Knowledge and skills: Strong leadership and good communication skills. Knowledge of Health ACT, PFMA and other Public health sector policy framework. Computer literacy will be an added advantage.

DUTIES: Supervise and co-ordinate the provision of an effective and efficient Patient Care through adequate nursing care. Manage the activities of the Operating Theatre and CSSD according to National and Provincial guidelines. Manage and monitor proper utilisation of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350
or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350

FOR ATTENTION: Mr. M A Dhladhla

POST: OPERATIONAL MANAGER: EYE CARE - Reference No: MPDOH/June/19/19
CENTRE: Bethal Hospital
SALARY: R562 800 p.a. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

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 recognizable 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 recognizable experience after obtaining the 01 year post basic qualification in the relevant specialty. Knowledge and skills: Strong leadership and good communication skills. Knowledge of Health ACT, PFMA and other Public health sector policy framework. Computer literacy will be an added advantage.
DUTIES: Supervise and co-ordinate the provision of an effective and efficient Patient Care through adequate nursing care. Manage the activities of the Operating Theatre and CSSD according to National and Provincial guidelines. Manage and monitor proper utilization of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350
FOR ATTENTION: Mr. M A Dhladhla

POST: OPERATIONAL MANAGER: SPECIALTY (PAEDS) - Reference No: MPDOH/June/19/20
CENTRE: Mmamethlake Hospital
SALARY: R562 800 p.a. (Level 10) plus 8% rural allowance
REQUIREMENTS: Basic qualification accredited with SANC in terms of government Notice 425 (i.e. diploma/degree in Nursing) or equivalent qualifications that allows registration with SANC. Current registration with SANC. Post basic qualification with duration of at least one year accredited with SANC in pediatric unit. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a professional Nurse. Diploma / degree in nursing management can be an added advantage. Submission of certified copies of certificates of service will be highly recommended.

DUTIES: Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Co-ordinate and implementation of a nursing care plan and the evaluation thereof. Provide relevant health information to the health care users and assist in achieving optimal health care. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectorial and multidisciplinary team work). Participate in the analysis and implementation of nursing guidelines, practice standards and procedures. Monitor and ensure proper utilization of human, financial and physical resources. Utilize information technology and other management information systems to manage information for the enhancement of service delivery

ENQUIRIES: Ms. S Matheba: Tel No: (013 658 1070)
APPLICATIONS: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.
FOR ATTENTION: Ms. S Matheba

POST: OPERATIONAL MANAGER (PNB3) (REPLACEMENT) - Reference No: MPDoH/June/19/21
CENTRE: Diepdal Clinic
SALARY: R562 800 p.a. in terms of OSD
REQUIREMENTS: Basic R425 qualification i.e. Diploma/ Degree in Nursing. A Diploma in Clinical 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 speciality. 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 skills, planning and Organizational skills, good written and communication skills, Problem solving and analytical skills. Computer literacy. Valid driver’s licence.

**DUTIES:** Manage and provide PHC facility supervisory DUTIES in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the 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.

**ENQUIRIES:** Mr. C D Mnisi Tel No: (017 811 1642)

**APPLICATIONS:** The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350

**FOR ATTENTION:** Mr. M A Dhladhla

**POST:** OPERATIONAL MANAGER (PN-A5 (GENERAL NURSING) 2 POSTS - Reference No: MPDOH/June/19/22

**CENTRE:** Mmamethlake Hospital (Night Supervisor)

**SALARY:** R515 040 p.a. plus 8% rural allowance

**REQUIREMENTS:** Basic qualification accredited with SANC in terms of Government Notice R425. Diploma /Degree in Nursing that follows registration with SANC as a Professional Nurse minimum 7 years appropriate/ recognizable experience after registration as a General Nurse. Current registration with SANC.

**DUTIES:** To supervise and coordinate the provision of an effective and efficient patient care through adequate nursing care. Manage activities of the unit according to National and provincial guide lines. Manage and monitor proper utilization of resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Supervise the training and development of staff.

**ENQUIRIES:** Ms. S Matheba: Tel No: (013 658 1070)

**APPLICATIONS:** : The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

**FOR ATTENTION:** Ms. S Matheba

**POST:** OPERATIONAL MANAGER: SURGICAL (GENERAL WARD) - Reference No: MPDOH/June/19/23

**CENTRE:** Bethal Hospital

**SALARY:** R444 276 p.a. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

**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 recognizable 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 recognizable experience after obtaining the 01 year post basic qualification in the relevant specialty. Knowledge and skills: Strong leadership and good communication skills.
Knowledge of Health ACT, PFMA and other Public health sector policy framework. Computer literacy will be an added advantage.

**DUTIES:**
Supervise and co-ordinate the provision of an effective and efficient Patient Care through adequate nursing care. Manage the activities of the Operating Theatre and CSSD according to National and Provincial guidelines. Manage and monitor proper utilization of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.

**ENQUIRIES:** Mr. C D Mnisi Tel No: (017 811 1642)

**APPLICATIONS:** The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350

**FOR ATTENTION:** Mr. M A Dhladhla

**POST:** CLINICAL PROGRAMME CO-ORDINATOR (PNA5) QUALITY ASSURANCE
Reference No: MPDOH/June/19/24

**CENTRE:** Bethal Hospital

**SALARY:** R444 276 p.a. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

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

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

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350
FOR ATTENTION: Mr. M A Dhladhla

POST: CLINICAL PROGRAMME CO-ORDINATOR (PNA5) QUALITY ASSURANCE
Reference No: MPDOH/June/19/25
CENTRE: Tintswalo Hospital
SALARY: R444 276 p.a. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

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

ENQUIRIES: Mr. I Zitha Tel No: 013 755 5100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11 278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200

FOR ATTENTION: Ms. Innocent Mthombeni Tel No: (013 7555 100)

POST: CLINICAL PROGRAMME CO-ORDINATOR (PNA5) MCYWH – Reference No: MPDOH/June/19/26
CENTRE: Nkangala District Office
SALARY: R444 276 p.a. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance


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

ENQUIRIES: Ms. S Matheba; Tel No: (013 658 1070)
APPLICATIONS: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.
FOR ATTENTION: Ms. S Matheba

POST: OPERATIONAL MANAGER: OPD Reference No: MPDOH/June/19/27
CENTRE: Evander Hospital
SALARY: R444 276 p.a. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance
REQUIREMENTS: Registration with S.A.N.C as a Professional nurse. Diploma / degree in General nursing (Bridging course or Four year Comprehensive course). Diploma in Midwifery. Post basic qualification in Operating Theatre Technique with duration of 01 year accredited with SANC in terms of Government notice number R212. A minimum of 09 years appropriate or recognisable experience in nursing after registration as a professional nurse with SANC. At least 05 years of the period referred to above, must be appropriate or recognisable experience after obtaining the 01 year post basic qualification in the relevant specialty. Knowledge and skills: Strong leadership and good communication skills. Knowledge of Health ACT, PFMA and other Public health sector policy framework. Computer literacy will be an added advantage.

DUTIES: Supervise and co-ordinate the provision of an effective and efficient Patient Care through adequate nursing care. Manage the activities of the Operating Theatre and CSSD according to National and Provincial guidelines. Manage and monitor proper utilisation of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350
FOR ATTENTION: Mr. M A Dhladhla

POST: OPERATIONAL MANAGER: MEDICAL WARD - Reference No: MPDOH/June/19/28
CENTRE: Evander Hospital
SALARY: R444 276 p.a. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance
REQUIREMENTS: Registration with S.A.N.C as a Professional nurse. Diploma / degree in General nursing (Bridging course or Four year Comprehensive course). Diploma in Midwifery. Post basic qualification in Operating Theatre Technique with duration of 01 year accredited with SANC in terms of Government notice number R212. A minimum of 09 years appropriate or recognisable experience in nursing after registration as a professional nurse with SANC.
At least 05 years of the period referred to above, must be appropriate or recognisable experience after obtaining the 01 year post basic qualification in the relevant specialty. Knowledge and skills: Strong leadership and good communication skills. Knowledge of Health ACT, PFMA and other Public health sector policy framework. Computer literacy will be an added advantage.

**DUTIES:** Supervise and co-ordinate the provision of an effective and efficient Patient Care through adequate nursing care. Manage the activities of the Operating Theatre and CSSD according to National and Provincial guidelines. Manage and monitor proper utilisation of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and protocols. Manage work place discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.

**ENQUIRIES:** Mr. C D Mnisi Tel No: (017 811 1642)

**APPLICATIONS:** The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350

**FOR ATTENTION:** Mr. M A Dhladhla

**POST:** PROFESSIONAL NURSE (PN-B1 – MATERNITY) 2 POSTS - Reference No: MPDOH/June/19/29

**CENTRE:** Bethal Hospital

**SALARY:** R383 226 – R444 276 p.a. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

**REQUIREMENTS:** Post-Basic qualifications accredited with SANC in terms of Government notice R425 i.e. Diploma/Degree in General nursing plus a post basic qualification in Advance Midwifery accredited with SANC in terms of Government notice R212 in Midwifery as specialty.

**DUTIES:** Knowledge and understanding of nursing legislation legal and ethical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality and 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 promoting and advocating proper care. Work co-operatively and amicable with persons of diverse intellectual, cultural, racial or religious differences. Must be able to plain and organize own work and that of support personnel to ensure proper nursing care.

**ENQUIRIES:** Mr. C D Mnisi Tel No: (017 811 1642)

**APPLICATIONS:** The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350

**FOR ATTENTION:** Mr. M A Dhladhla

**POST:** PROFESSIONAL NURSE (PN-B1 – CASUALTY) 2 POSTS - Reference No: MPDOH/June/19/30

**CENTRE:** Bethal Hospital

**SALARY:** R383 226 – R444 276 p.a. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

**REQUIREMENTS:** Post-Basic qualifications accredited with SANC in terms of Government notice R425 i.e. Diploma/Degree in General nursing plus a post basic qualification in Advance Midwifery accredited with SANC in terms of Government notice R212 in Midwifery as specialty.

**DUTIES:** Knowledge and understanding of nursing legislation legal and ethical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility.
Promote quality and 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 promoting and advocating proper care. Work co-operatively and amicable with persons of diverse intellectual, cultural, racial or religious differences. Must be able to plain and organize own work and that of support personnel to ensure proper nursing care.

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350
FOR ATTENTION: Mr. M A Dhladhla

POST: PROFESSIONAL NURSE (PN-B1 – PEADS) 2 POSTS - Reference No: MPDOH/June/19/31
CENTRE: Bethal Hospital
SALARY: R383 226 – R444 276 p.a. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance
REQUIREMENTS: Post-Basic qualifications accredited with SANC in terms of Government Notice R425 i.e. Diploma/Degree in General nursing plus a post basic qualification in Advance Midwifery accredited with SANC in terms of Government notice R212 in Midwifery as specialty.

DUTIES: Knowledge and understanding of nursing legislation legal and ethical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality and 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 promoting and advocating proper care. Work co-operatively and amicable with persons of diverse intellectual, cultural, racial or religious differences. Must be able to plain and organize own work and that of support personnel to ensure proper nursing care.

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350
FOR ATTENTION: Mr. M A Dhladhla

POST: PROFESSIONAL NURSE (PN-B1 – THEATRE) 2 POSTS - Reference No: MPDOH/June/19/32
CENTRE: Bethal Hospital
SALARY: R383 226 – R444 276 p.a. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance
REQUIREMENTS: Post-Basic qualifications accredited with SANC in terms of Government Notice R425 i.e. Diploma/Degree in General nursing plus a post basic qualification in Advance Midwifery accredited with SANC in terms of Government notice R212 in Midwifery as specialty.

DUTIES: Knowledge and understanding of nursing legislation legal and ethical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality and 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 promoting and advocating proper care. Work co-operatively and amicable with persons of diverse intellectual, cultural, racial or religious differences. Must be able to plain and organize own work and that of support personnel to ensure proper nursing care.

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350
FOR ATTENTION: Mr. M A Dhladhla

POST: PROFESSIONAL NURSE (SCHOOL HEALTH) PN-B1 - Reference No: MPDOH/June/19/33
CENTRE: Govan Mbeki Sub-District
SALARY: R383 226 – R444 276 p.a. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

REQUIREMENTS: Post-Basic qualifications accredited with SANC in terms of Government Notice R425 i.e. Diploma / Degree in General nursing plus a post basic qualification in Advance Midwifery accredited with SANC in terms of Government notice R212 in Midwifery as specialty.

DUTIES: Knowledge and understanding of nursing legislation legal and ethical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality and 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 promoting and advocating proper care. Work co-operatively and amicable with persons of diverse intellectual, cultural, racial or religious differences. Must be able to plain and organize own work and that of support personnel to ensure proper nursing care.

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350
FOR ATTENTION: Mr. M A Dhladhla

POST: LECTURER GR 1 (PND1) Reference No: MPDOH/June/19/34
CENTRE: Bethal Hospital
SALARY: R383 226 – R444 276 p.a. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

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

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

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350

FOR ATTENTION: Mr. M A Dhladhla

POST: PROFESSIONAL NURSE GR1 (PNB1): MIDWIFE 2 POSTS - Reference No: MPDoH/June/19/35
CENTRE: Mmamethlake Hospital
SALARY: R383 226 p.a. (Level 9) plus 8% rural allowance

REQUIREMENTS: Basic qualification accredited by the SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing and Midwife) as a professional Nurse and Midwife. At least two years’ experience as a Theatre Nurse. Registered with SANC as a Registered Nurse and Midwife. Experience in Theatre Nursing. Good relations. Ability to work under pressure. At least 4 years as a Professional Nurse.

DUTIES: Knowledge and understanding of Nursing legislation and related legal and ethical nursing practice accordance with the scope of practice and standards as determined by the relevant health facility. Promote quality nursing care as directed by professional scope of standards as determined by the relevant health facility. Effectively communicate with the patients, supervisors and other clinicians, including report writing when required, display concern for patient, promoting and advocating proper care. Work as part of the multi-disciplinary team to ensure good nursing care, co-operatively and amicable with persons of diverse intellectual, racial or religious differences. Must be able to plan and organize own work and that of support personnel to ensure proper nursing care.

ENQUIRIES: Ms. S Matheba: Tel No: (013 658 1070)
APPLICATIONS: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION: Ms. S Matheba

POST: PROFESSIONAL NURSE (PN-B1) (REPLACEMENT) - Reference No: MPDoH/June/19/36
CENTRE: Siphosensimbi CHC
SALARY: R383 226 p.a. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

REQUIREMENTS: Basic qualification accredited by the SANC in terms of Government Notice 425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows for registration with the SANC as a professional Nurse plus a post-basic nursing qualification with a duration of at least one(1) year, accredited with SANC in terms of Government Notice No.R212 in the relevant specialty. Current proof of registration with the South African Nursing Council as a Professional Nurse. Nine (9) years appropriate or recognizable experience in nursing after registration as a Professional Nurse in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience after post-basic qualification in the relevant specialty. Good leadership and management abilities.
**DUTIES:** Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Maintain constructive work relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multidisciplinary team work). Participate in the analysis and implementation of nursing guidelines, practice standards and procedures. Monitor and ensure proper utilization of human, financial and physical resources. Utilize information technology and other management information systems to manage information for the enhancement of service delivery at CHC.

**ENQUIRIES:** Ms. S Matheba: Tel No: (013 658 1070)

**APPLICATIONS:** The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

**FOR ATTENTION:** Ms. S Matheba

**POST:** PROFESSIONAL NURSE (PN-B1) (REPLACEMENT) (3 POSTS) - Reference No: MPDoH/June/19/37

**CENTRE:** KwaGuqa Ext 10 CHC

**SALARY:** R383 226 p.a. (OSD requirements) (Depending on the years of experience in terms of relevant OSD) plus rural allowance

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

**DUTIES:** Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Maintain constructive work relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multidisciplinary team work). Participate in the analysis and implementation of nursing guidelines, practice standards and procedures. Monitor and ensure proper utilization of human, financial and physical resources. Utilize information technology and other management information systems to manage information for the enhancement of service delivery at CHC.

**ENQUIRIES:** Ms. S Matheba: Tel No: (013 658 1070)

**APPLICATIONS:** The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

**FOR ATTENTION:** Ms. S Matheba
POST: PROFESSIONAL NURSE (PN-B1) (REPLACEMENT) - Reference No: MPDoH/June/19/38
CENTRE: Middelburg Ext, 6 Clinic
SALARY: R383 226 p.a. in terms of OSD

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

DUTIES: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Maintain constructive work relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multidisciplinary team work). Participate in the analysis and implementation of nursing guidelines, practice standards and procedures. Monitor and ensure proper utilization of human, financial and physical resources. Utilize information technology and other management information systems to manage information for the enhancement of service delivery at CHC.

ENQUIRIES: Ms. S Matheba: Tel No: (013 658 1070)
APPLICATIONS: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION: Ms. S Matheba

POST: NETWORK CONTROLLER - Reference No: MPDOH/June/19/39
CENTRE: Bethal Hospital
SALARY: R316 791 p.a. (Level 8) plus benefits

REQUIREMENTS: An appropriate NQF Level 6 for Diploma and Level 7 for Degree qualification as recognised by SAQA with more than three (3) years relevant experience. Required qualification is an IT related Diploma or Degree in IT. Certification in ITIL, N+, A+.

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

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350

FOR ATTENTION: Mr. M A Dhladhla
POST: OCCUPATIONAL THERAPIST AND AUDIOLOGIST GRADE 1 (REPLACEMENT) - Reference No: MPDOH/June/19/40

SALARY: R317,976 – R361,872 per annum (Depending on the years of experience in terms of relevant OSD)

CENTRE: Witbank Hospital

REQUIREMENTS: Grade 12 Certificate. Relevant degree in Occupational Therapy and Audiology. Current registration with the HPCSA as an Occupational Therapist and audiologist. Two (2) years’ practical experience after qualification. Valid drivers’ license. Good written and verbal communication skills.

DUTIES: Render occupational therapy services to inpatients, outpatients as well as outlying clinics. Training and supervision of community service and junior Occupational Therapists. Render administrative duties in the Occupational Therapy Department. To work with the colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Departmental policies, procedures, guidelines and regulations, perform record keeping. Render administrative DUTIES in the occupational therapist department. Participate in quality improvement projects. Communicate effectively with all stakeholders.

ENQUIRIES: Ms. S Matheba: Tel No: (013 658 1070)

APPLICATIONS: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION: Ms. S Matheba

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POST: DIETIAN GRADE 1 (REPLACEMENT) - Reference No: MPDOH/June/19/41

SALARY: R317,976 – R361,872 per annum (Depending on the years of experience in terms of relevant OSD)

CENTRE: Witbank Hospital

REQUIREMENTS: Grade 12 Certificate. Relevant degree in dietician. Current registration with the HPCSA as a dietician. Two (2) years’ practical experience after qualification. Valid drivers’ license. Good written and verbal communication skills.

DUTIES: Render dietitian services to inpatients, outpatients as well as outlying clinics. Screening of ward for patients who requires nutritional therapy. Assessment of the nutritional status of the patients by making use of the ABCD model (A=anthropometry=biochemical, C=clinical and D=dietary history. Plan appropriate nutritional care plan for the patients according to their specific needs based on evidence based guidelines and policies. Evaluate the nutritional care plan by Follow patient up in the wards or arrange follow up visit for the out patients. Promote and protect breast feeding. Support food service unit by providing training to the food service personnel applying critical and creative thinking in working effectively within a multidisciplinary team. Knowledge of the national integrated nutrition program. Render administrative duties in the dietitian department. Participate in quality improvement projects. Communicate effectively with all stakeholders.

ENQUIRIES: Ms. S Matheba: Tel No: (013 658 1070)

APPLICATIONS: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION: Ms. S Matheba
POST: DIAGNOSTIC RADIOGRAPHER GRADE 1 (REPLACEMENT) - Reference No: MPDoH/June/19/42

SALARY: R317 976 – R361 872 per annum (Depending on the years of experience in terms of relevant OSD)

CENTRE: Carolina Hospital

REQUIREMENTS: Minimum REQUIREMENTS National Diploma in Diagnostic Radiography/BRAD. Current registration with HPCSA. Knowledge of ALARA principles, Batho Pele Principles and National Core Standards. Good communication and interpersonal skills.

DUTIES: To produce x-ray images according to the prescribed protocol, Radiation Control measure and Medico-Legal requirements. To ensure Radiographic services comply with Radiation Control legislation. Assist in the supervision and management of the training of Community Service Radiographers. To assist in the provision of an after hour service. Participate in CPD programmes as required by the HPCSA. Knowledge of ALARA principles and National Core Standards. Assist in Quality Assurance tests and programmes. Be able to work independently as well as being a team worker. To ensure provision of efficient and effective radiographic services. Good communication and interpersonal skills.

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)

APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350

FOR ATTENTION: Mr. M A Dhladhla

POST: STATE ACCOUNTANT Reference No: MPDOH/June/19/43

CENTRE: Bethal Hospital

SALARY: R257 508 p.a. (Level 7) plus benefits

REQUIREMENTS: Senior Certificate or equivalent qualification plus three (3) years relevant experience or Degree / Diploma in Finance. Must have mathematics or accounting as a passed subject. Working knowledge of BAS, LOGIS and MS Office. Sound knowledge of relevant legislation including PFMA and Treasury regulations. Basic accounting and analytical skills. Decision making skills. Sound interpersonal and management skills.


ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)

APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350

FOR ATTENTION: Mr. M A Dhladhla

POST: ADMINISTRATIVE OFFICER: AUXILIARY SERVICES - Reference No: MPDOH/June/19/44

CENTRE: Bethal Hospital

SALARY: R257 508 p.a. (Level 7) plus benefits

REQUIREMENTS: Senior Certificate or equivalent qualification plus three (3) years relevant experience or Degree / Diploma in Administration or Human Resources. Computer literacy. Good interpersonal and communication skills verbal and written. Knowledge of Batho Pele Principles and customer care. Willing to work under pressure. Be prepared to work on shifts. Knowledge of Departmental policies, prescripts and practices.
Problem solving skills, analytical thinking, maintaining discipline and conflict resolution. Organizing skills, creativity, job information, planning, decision making, supervision and control. Budgeting and reporting.

**DUTIES:**
Management of Logistical Services. Ensuring its and procedures will be an added that Public private party service calls are logged responded to and analysed in line with the Public Private Party (PPP) Agreement. Manage the capturing of service calls and monitor data capturing task for logged calls. Manage office space and accommodation requirements. Oversee Auxiliary Services (cleaning, hygiene, pest control, waste management, gardens and grounds, etc.) for offices occupied by Drug Efficiently Administration. Manage document Reproduction. Switchboard Services, Telecommunication services, Service Contracts and Food aid Services.

**ENQUIRIES:** Mr. C D Mnisi Tel No: (017 811 1642)

**APPLICATIONS:** The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 39 Jan Van Vuuren Street; Ermelo, 2350

**FOR ATTENTION:** Mr. M A Dhladhla

**POST:** HUMAN RESOURCE PRACTITIONER (HRD) - Reference No: MPDoH/June/19/47
**CENTRE:** Mmametlhake Hospital
**SALARY:** R257 508 p.a. (Level 7) plus benefits

**REQUIREMENTS:** Senior Certificate or equivalent qualification plus three (3) years relevant experience or Degree / Diploma in Administration or Human Resources Computer literacy will be an added advantage. Good interpersonal and communication skills verbal and written. Understanding of customer care and Batho Pele Principles. Willing to work under pressure.

**DUTIES:** The incumbent will be expected to attend to queries in terms of human resource management administration, salary administration, conditions of services, PMDS etc, capture document on PERSAL .Record keeping. Process medical aid as well as giving in-service training as when required. Maintenance and updating databases e.g PMDS, Staff establishment etc. Administer payroll. Extensive personnel experience will be of vital importance. Perform any other DUTIES as may be assigned from time to time.

**ENQUIRIES:** Ms. S Matheba: Tel No: (013 658 1070)

**APPLICATIONS :** The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

**FOR ATTENTION:** Ms. S Matheba

**POST:** PRINCIPAL PERSONNEL OFFICER - Reference No: MPDoH/June/19/48
**CENTRE:** Mmametlhake Hospital
**SALARY:** R257 508 p.a. (Level 7)

**REQUIREMENTS:** Senior Certificate or equivalent qualification plus three (3) years relevant experience or Degree / Diploma in Administration or Human Resources. Experience should include working with appointments, service conditions, PMDS and crafting of submissions relating thereto exclusive knowledge and experience in PERSAL, including interpreting Persal report, have certificate 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. Drivers licence will be an added advantage.
DUTIES: Perform DUTIES relating to human resource, recruitment and selection and service condition, PMDS, PILLIR, 100, pension, craft quality submissions relate to the said dories. Supervise and train junior colleagues, maintain monthly HR statistics 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 and the HR Manager.

ENQUIRIES: Ms. S Matheba: Tel No: (013 658 1070)
APPLICATIONS: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION: Ms. S Matheba

POST: LABOUR RELATIONS OFFICER - Reference No: MPDoH/June/19/49
CENTRE: Mmamethlake Hospital
SALARY: R257 508 p.a. (Level 7) plus benefits
REQUIREMENTS: An appropriate three year Degree, qualifications, or Grade 12 plus 3 years relevant experience. Competencies in debt knowledge of labour laws is required, whilst sound knowledge of education and general Public sectors will be an added advantage. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Valid driver's licence, computer literacy, relevant experience in labour relations. Three years will a recommendation.

DUTIES: Co-ordinate matters pertaining to Labour Relations, policies and agreements. Administer all matters pertaining to Incapacity and inefficiency (Officials). As well as employee behavior (Officials) in accordance with policy and delegations. Investigate and hold disciplinary and incapacity inquiries. Create and maintain data base and Persal records in regard of misconduct and incapacity.

ENQUIRIES: Ms. S Matheba: Tel No: (013 658 1070)
APPLICATIONS: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION: Ms. S Matheba

POST: ADMINISTRATIVE OFFICER: WAREHOUSE - Reference No: MPDoH/June/19/50
CENTRE: Mmamethlake Hospital
SALARY: R257 508 p.a. (Level 7) plus benefits
REQUIREMENTS: Senior Certificate or equivalent qualification plus three (3) years relevant experience or Degree / Diploma in Administration. Experience should include good understanding of the relevant business processes and warehouse principle and processes. Excellent administrative skills computer literacy including SAP and MS office. Analytical and problem solving skills. Strong written and verbal communication skills. Interpersonal skills. Ability to think logically and practically. Negotiating and networking skills. Innovative and solution driven. Good interpersonal skills. Ability to work under pressure and meet tight deadlines.

DUTIES: Manage the entire office function effectively and efficiently including diary management, scheduling of meetings and workshop and booklets of the venues, minutes taking, telephone answering, filling system etc. Record and distribute minutes and follow up on action items from meetings and workshops. Create reservations, requisitions and purchase orders on SAP. Capture monthly stock counts and reconcile and report on such. Ensure safekeeping of documents and information coordinate DUTIES of and ensure efficiency of the warehouse messenger in all his/her DUTIES. Perform DUTIES in a safe manner and ensure environment, health and safety standard are adhered to at all times.
Provide excellent customer service and communicate with customer regarding new specifications and stock levels. Compile accurate and relevant reports for the department. View and respond to ad-hoc queries on both internal and external queries. Handle any confidential correspondence and information in the division with care. Ensure adequate refreshment stock is kept available. Ensure compliance to the departmental policies and procedures competencies.

ENQUIRIES: Ms. S Matheba; Tel No: (013 658 1070)
APPLICATIONS: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION: Ms. S Matheba

POST: ADMINISTRATIVE OFFICER: PROCUREMENT - Reference No: MPDoH/June/19/51
CENTRE: Mmamethlake Hospital
SALARY: R 257 508 p.a. (Level 7) plus benefits

REQUIREMENTS: Senior Certificate or equivalent qualification plus three (3) years relevant experience or Degree / Diploma in Administration. Knowledge and experience of provisioning administration, main focus in the following areas: LOGIS, Preferential Procurement Policy framework (PPPFA), State Tender Board Regulations (ST 36 and ST 37) and Public Finance Management Act (PFMA) and National Treasury Regulations and general knowledge of Basic accounting system (BAS). Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Valid code 8 (code EB) driver's license will be an advantage.

DUTIES: Supervise and control the work of sub-ordinate (including training) in the procurement section. Deal with more advanced and complicated matters pertaining to provisioning administration. Manage all aspects of orders such as quotations, purchase and processing of requisitions, authorization of procurement advice and guidance to all clients, chief user clerks and responsibility managers. Ensure compliance with departmental and treasury regulations. Evaluate and test compliance of all purchasing transactions. Manage all open orders. Deal with Human resources matters such as leave and perform development system of quarterly evaluation reports.

ENQUIRIES: Ms. S Matheba; Tel No: (013 658 1070)
APPLICATIONS: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.

FOR ATTENTION: Ms. S Matheba

POST: STATE ACCOUNTANT: FINANCE UNIT - Reference No: MPDoH/June/19/52
CENTRE: Mmamethlake Hospital
SALARY: R257 508 p.a. (Level 7) plus benefits

REQUIREMENTS: Senior Certificate or equivalent qualification plus three (3) years relevant experience or Degree / Diploma in Finance. Knowledge and experience in the financial system control environment. The following will serve as strong recommendations: In depth knowledge of Public Finance Management Act (PFMA), Treasury Regulations and Financial Statement reporting framework: Extensive experience in BAS: In depth experience in the compilation of the Quarterly and Annual Financial Statements and knowledge of the BAS control functionalities. Good interpersonal and communication (written and verbal) skills, Advance computer skills (MS Excel and MS Word), ability to work under pressure with strict deadlines.
DUTIES: The successful candidate will be expected to handle documents and information with strict confidentiality. The responsibilities of the appointee will entail the maintenance of BAS; maintain the code structures and security profiles and communicate updates on a regular basis to staff in the Department; ensuring that all relevant security checks are done on a regular basis on a BAS; track payment of invoices on the system to ensure that they are authorized within 30 days; identify and institute corrective measures for financial system risks; compile the quarterly and annual financial statements; monitor proper integration of the financial systems and enhance training and capacity development of BAS users; enhance the awareness of the BAS in the Department, the appointee will be required to assist with reconciliations of Infrastructure projects; Develop and update policies within the section.

ENQUIRIES: Ms. S Matheba: Tel No: (013 658 1070)
APPLICATIONS: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.
FOR ATTENTION: Ms. S Matheba

POST: CHIEF PROVISIONING ADMINISTRATION CLERK (REPLACEMENT) - Reference No: MPDoH/June/19/53
SALARY: R242 475 p.a. (Level 7) plus benefits
CENTRE: Witbank Hospital
REQUIREMENTS: Senior Certificate or equivalent qualification plus three (3) years relevant experience or Degree / Diploma in Finance (Supply Chain). Knowledge of administration procedures relating to procurement and provisioning services including norms and standards, planning and organizing. Reporting procedures and procurement directives and procedures. Knowledge and ability to operate computer. Good written and verbal communication skills. Good interpersonal relations and the ability to work independently and under pressure.

DUTIES: Adhere to regulations and legislation pertaining provisioning. Facilitate and administer requisitions for good and services. Implement internal procurement policies, regulations systems and procedures. Maintain procurement and provisioning systems and processes. Administer payment processes. Knowledge of BAS and LOGIS financial systems. Ability to work under pressure. Supervision of the subordinates. Attend and respond to audit queries. Provide guidance pertaining to procurement process.

ENQUIRIES: Ms. S Matheba: Tel No: (013 658 1070)
APPLICATIONS: The District Manager; Nkangala District Office; Private Bag X 7296; Emalahleni, 1035 Hand delivered to: Piet Koornhof Building, Justice Street, Emalahleni, 1035.
FOR ATTENTION: Ms. S Matheba

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