"SIYANAKEKELA"

The Mpumalanga Department of Health invites suitably qualified applicants to apply for the posts as indicated below, provided that they meet the appointment requirements before the CLOSING DATE of 09 FEBRUARY 2018

SENIOR CLINICAL MANAGER Grade 1
(Replacement)
Centre: Shongwe Hospital
Salary: R1 221 723 – R1 316 136 p.a. (OSD Remuneration Package)
Reference No: MPDoH/Jan/18/01

Requirements: MBChB degree or equivalent qualification plus minimum of three (3) years appropriate experience as a Medical Practitioner (Independent Practice). Registration with the HPCSA. A valid work permit will be required from non-South Africans. Knowledge, Skills and competencies: Sound clinical knowledge, knowledge of current of health and public service legislation, regulation and policies.

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

CHIEF DIRECTOR: INFRASTRUCTURE DEVELOPMENT
Centre: Provincial Office, Nelspruit
Salary: R1 127 334 p.a. [Level 14] all inclusive SMS package that must be structured according to the SMS dispensation. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement.
Reference No.: MPDoH/Jan/18/02
{N.B. Please note that this post is re-advertised. Officials who applied before are advised to re-apply}

Requirements: A Bachelor’s degree in one of the built environment disciplines or NQF Level 7 qualification as recognised by SAQA and at least 5 years’ experience at Senior management level. Professional Registration with the relevant built environment council would be a strong recommendation. Experience in health infrastructure management, with a focus on planning and maintenance, would be an added advantage. Knowledge, skills and competencies: Proven programme planning and budgeting skills. In-depth knowledge of management and administrative processes in the Public Service. Knowledge of both national and provincial health policies and legislation.
Knowledge of the PFMA, GIAMA, IDIP, procurement procedures and tender regulations. Leadership and strategic planning abilities. Excellent written and verbal communication ability. A high level of computer literacy. Willingness to travel and work beyond normal working hours. Possession of a valid Code B driver’s license.

**Duties:** Oversee the Department’s infrastructure programme. Manage the planning and implementation of the infrastructure programme. Manage the implementation of the Hospital Revitalization Programme. Ensure successful implementation and maintenance of the Infrastructure Delivery Improvement Programme (IDIP) initiative. Establish and maintain an effective programme planning, reporting, monitoring and evaluation system. Ensure compliance with all relevant statutory requirements. Manage personnel and other administrative functions. Establish and maintain effective relationships with Implementing Agents and other stakeholders.

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**CLINICAL MANAGER Grade 1**
(Replacement)
Centre: Tonga Hospital
Salary: R1 052 712 – R1 168 350 p.a. (OSD Remuneration Package)
Reference No: MPDoH/Jan/18/03

**Requirements:** MBChB degree or equivalent qualification plus minimum of three (3) years appropriate experience as a Medical Practitioner (Independent Practice). Registration with the HPCSA. A valid work permit will be required from non-South Africans. **Knowledge, Skills and competencies:** Sound clinical knowledge, knowledge of current of health and public service legislation, regulation and policies.

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

**DIRECTOR: ASSET MANAGEMENT**
Centre:
Salary: R948 174 p.a. [Level 13 Package] (an all inclusive 70/30 split SMS package that must be structured according to the SMS dispensation). The successful candidate must sign a performance agreement within three (3) months of appointment. The recommended candidates will be subjected to a competency assessment.
Reference No: MPDoH/Jan/18/04

**Requirements:** An under-graduate qualification (NQF Level 7) as recognised by SAQA or equivalent qualification in Asset Management. At least five (5) years’ experience at Middle Management or equivalent level. Extensive knowledge and experience in Asset Management. In-depth knowledge of Financial, SCM and Asset Management procedures and prescripts. Knowledge of the PFMA, PPPPFA, Treasury Regulations, GIAMA and SCM Practice Notes.
LOGIS knowledge and experience as well as an Accounting and Provisioning Administration background Good interpersonal and communication skills as well as advanced computer skills Ability to manage staff and draft relevant policies and/or reports as required. Ability to work well under pressure and work independently as well as the willingness to work overtime when necessary. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. A valid driver’s licence.

**Duties:** Develop and oversee the implementation of the asset management system, including: the establishment of the Asset Management Unit and departmental policies and procedures. Develop and maintain the strategic and annual asset management plans aligned with the departmental strategy and budget [in consultation with Public Works where applicable]. Develop and maintain asset registers, including; acquisitions, maintenance management, transfers and valuations. Develop and maintain the lease register. Develop asset needs assessment, acquisition management, operational and disposal plans as well as execute and monitor the implementation thereof. Plan and execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies, and update the asset register. Develop, implement and manage mechanisms to safeguard assets. Prepare a monthly reconciliation with supporting schedules of the asset registers to the relevant accounting records and resolve uncleared items. Prepare a business plan for the life cycle of assets, including an analysis of pricing options utilising life cycle cost and recommendations on the most appropriate asset solution. Report on asset management information as required to internal and external stakeholders. Manage valuations for immovable assets and update the asset register. Establish and execute a performance measurement system to evaluate the effective utilization of assets. Utilise BAS to capture accounting transactions, control the general ledger, perform financial administration and prepare financial reports. Utilise LOGIS for provisioning, procurement, stock control and reporting. Utilise Vulindlela as a management information system for monitoring and reporting of revenue, expenditure, assets and liabilities.

**CHIEF EXECUTIVE OFFICER**
(Re-advertised)
Centre: Lydenburg Hospital (Ehlanzeni District)
Salary: R779 295 p.a. [Level 12] an all inclusive 70/30 split MMS package that must be structured according to the MMS dispensation. The successful candidate must sign a performance agreement within three (3) months of appointment. The recommended candidates will be subjected to a competency assessment.
Reference No: MPDoH/Jan/18/05

**Requirements:** A Degree / Advanced Diploma in a health related field. Registration with the relevant professional council plus a Degree / Diploma in Health Management or a Degree / Advanced Diploma in a Management field. At least five (5) years management experience in the health sector at least at middle management. Experience as a health service manager or significant experience in management in a health service environment. A valid Code B driver’s license is an inherent requirement.
Competencies: **Knowledge**: Knowledge of relevant legislations such as National Health Act, Public Finance Management Act (PFMA), public Service and related regulations and policies. **Core-competencies**: strategic capabilities and leadership, programme and project management, financial management, change management, people management and empowerment. **Process Competencies**: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

**Duties**: To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. **Strategic Planning**: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. **Financial Management**: Maximize revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. **Facility Management**: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. **Human Resource Management**: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. **Procurement and Management of Equipment and Supplies**: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods are and services are procured in a cost effective timely manner. **Clinical and Corporate Governance**: Oversee clinical governance to ensure high standards of patient car establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.

Note: The recommended candidates will undergo a competency assessment

**DEPUTY DIRECTOR**: COMMUNICABLE DISEASE CONTROL PROGRAMME
Re-advertisement (Replacement)
Centre: Provincial Office, Nelspruit
Salary: R851 463 – 958 341 p.a. (OSD Requirements)
Reference No: MPDoH/Jan/18/06

**Requirements**: A post-graduate degree in health related field or equivalent qualification. Proof of registration with any Health Professional Body of South Africa. Five (5) years’ experience in Management Services preferably in communicable disease control health related field junior / middle management.
An honors or master’s degree in Public health will be an added advantage. Extensive knowledge of prevention and control of emerging and re-emerging infectious diseases. The ability to co-ordinate multi-disciplinary and sectoral activities. Knowledge and understanding of the District Health System, including District hospitals and Community Based Health Services. Good knowledge of policies on communicable disease strategies. Knowledge and experience of financial and human resource management applicable to the Public Service. Proven experience in the provision and management of health services. Knowledge and understanding of the Department of Health in Mpumalanga Comprehensive Service Plan. Familiar with the drafting and implementation of Annual Performance Plan. Verbal and written communication skills. Driver’s license. **Skills:** Communication skills. Programme and project management skills. Financial management skills. Change and knowledge management skills. Problem-solving and analysis skills. People management and empowerment. Contract management skills. Able to work independent and under pressure. Understanding legislative frameworks and related policies in the health public sector and other prescripts.

**Duties:**
- Develop, implement, monitor and evaluate policy guidelines for and control of communicable diseases. Facilitate the implementation of the infection control practices and early warning system. Develop protocols and standard operating procedures (SOPs) for epidemic – prone communicable diseases. Co-ordinate the control of disease outbreaks in the province. Ability to conduct research to inform policies. Ensure capacity building of personnel at all levels as well as public education. Facilitate new partnership for prevention and control of communicable diseases. Provide accurate information to Senior Managers and other stakeholders for evidence – based decision-making and programme planning and evaluation. Undertake general management of the resources of the Sub-directorate. Liaise with districts, other Government departments, national role-players and the private sector to facilitate the control, monitoring and evaluation system for epidemic-prone communicable diseases. Develop strategic and operational plans for the programme.

**NOTE:** Recommended candidates will undergo a competency assessment.

**DEPUTY DIRECTOR: MAINTENANCE OPERATIONS**
Centre: Provincial Office, Nelspruit
Salary: R657 558 p.a. plus benefits on MMS package
*(Successful candidates will be subjected to competency assessment*
Reference No.: MPDoH/Jan/18/07)

**Qualifications:** Degree or Diploma in Engineering. Valid Drivers' Licence. Computer literate with five years relevant experience. Knowledge and understanding of the Department of Health in Mpumalanga Comprehensive Service Plan. Familiar with the drafting and implementation of Annual Performance Plan. Verbal and written communication skills. Driver's license. **Skills:** Communication skills. Programme and project management skills.

**Duties:** Manage technical services. Design and manage maintenance strategy and system. [Only day-to-day, emergency and routine/preventive maintenance]. Research and development. Perform inspections and provide transversal technical guidance and advice to Health Facilities within the Province. Financial Management
CLINICAL PSYCHOLOGIST  
(Replacement)  
Centre: Bethal Hospital  
Salary: R633 702 – R703 314 p.a. (inclusive Package)  
Reference No: MPDoH/Jan/18/08

Requirements: An appropriate Master’s Degree in Clinical or Counseling Psychology. Registered as a Clinical or Counseling Psychologist with Health Professions Council of South Africa (HPCSA). Applicant must have at least 5 years’ experience as a clinical or counseling psychologist. Experience in research methodology, programme development and report writing will be an added recommendation. Must be computer literate. A valid driver’s license.


ASSISTANT MANAGER: NURSING SPECIALITY PN - B4: PAEDIATRICS SERVICES  
(Replacement)  
Centre: Shongwe Hospital  
Salary: R546 315 – R614 874 p.a. (Depending on the years of experience plus benefits)  
Reference No: MPDoH/Jan/18/09

Requirements: Registration with SANC as a Professional Nurse. A post-basic nursing diploma. Recent SANC receipt must be attached. Diploma/Degree in Nursing Administration. Extensive experience in unit management for at least 5 years. Knowledge of health related policies and prescripts. Good interpersonal, communication and report writing skills. Submission of certified copies of certificates of service.

Duties: Accountable for overall effective nursing management of multi-disciplinary patient care within the department’s strategic goals. Formulate process and standard and monitor implementation thereof. Establish effective communication within multi-disciplinary team. Exercise sound people management skills and be prepared to work under high pressure environment. Monitor personnel performance activities. Manage quality assurance activities. Ensure effective management of resources according to relevant prescripts. Other duties inherent thereto.
ASSISTANT MANAGER: NURSING SPECIALITY PN - B4: ORTHOPAEDICS, NEURO-SURGICAL AND RENAL UNIT

(Replacement)

Centre: Rob Ferreira Hospital
Salary: R546 315 – R614 874 p.a. (Depending on the years of experience plus benefits)
Reference No: MPDoH/Jan/18/10

Requirements: Basic qualification accredited with SANC in terms of Government Notice R425 equivalent that allows registration with SANC for a minimum period of 10 years as a Professional Nurse plus a post-basic nursing qualification in Critical Care (ICU) / Theatre Nursing Science for a period of at least 6 years after registration in the relevant specialty. SANC receipt must be attached. At least three (3) years of the period referred to above must be appropriate / recognizable experience in management. Candidate should be in possession of Diploma / Degree in Nursing Management qualification with SANC. Good interpersonal, communication and report writing skills. Submission of certified copies of certificates of service.

Duties: Manage and utilize resource in accordance with relevant directives and legislation (human, financial and managerial resources). Provide professional technical and management support for the provision of quality patient care through proper management of nursing programs. Provide guidance and leadership towards the realization of strategic goals and objectives of the institution. Develop 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. Relieve the Deputy Nurse Manager in managerial issues when necessary.

ASSISTANT MANAGER: NURSING (PHC SUPERVISOR) (2 Posts)

Centre: Govan Mbeki and Chief Albert Luthuli Sub-districts
Salary: R546 935 – R614 874 p.a. (depending on the years of experience) plus OSD benefits
Reference No: MPDoH/Jan/18/11

Requirements: An appropriate three-year degree in nursing. A diploma in Primary Health Care. Registration with South African Nursing Council. Two to three (2-3) years’ experience in Primary Health Care services. Understanding of District Health System and knowledge of Primary Health care including HIV & AIDS. Understanding of NPO co-ordination and management. Computer literacy. Knowledge and understanding of Public Finance Management Act. Must have the following skills: Monitoring and evaluation, Presentation, Problem solving. Good written and verbal communication. Valid driver’s license

Duties: Monitoring and evaluating the implementation of Primary Health Care and NPO packages at Primary Health Care and community level. Monitor and evaluate implementation of policy guidelines for priority health programmes. Facilitate functional integration of health programmes. Management and supervision of human and material resources at sub-district and PHC facility level. Management of information for Primary Health Care facilities and Community based Health Services. Manage PHC budget and ensure compliance with financial procedures.
Compile PHC supervisory reports in line with clinic supervisory manual. Strengthening referral system. Facilitate training according to follow up and analyze NPO reports regarding PHC provision and management of quality clinical care. Actively anticipate in academic activities.

HEAD OF NURSING SCHOOL PN-D3 (2 POSTS) (Replacement)
Centre: Bethal Hospital; Ermelo Hospital
Salary: R388 128 – R449 940 p.a. in terms of OSD package
Reference No: MPDoH/Jan/18/12

Requirements: A Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as Professional Nurse PLUS a Post –Basic qualification in Nursing Education registered with SANC. Valid driver’s licence. Willingness to travel extensively and work from different accredited clinical training facilities. A minimum of 10 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing at least 6 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the 1 year Post-Basic qualification in Nursing Education. Excellent verbal and written communication skills, organizational and management skills. Ability to think critically and analytically, computer literacy, MS word, Power Point and Excel. Ability to function both independently and in a multi-disciplinary team. Sound knowledge of Government policies and functional responsibilities of the department. Problem solving skills.

Duties: Provide academic and clinical services leadership. Conduct research. Manage the development of the curriculum. Monitor and evaluate the efficacy of the implementation of the curriculum. Monitor nursing schools/satellite programmes. Coordinate the provision of education and training of student nurses. Manage clinical learning exposure to students between college and clinical areas. Develop and ensure implementation of quality assurance programmes. Collaborate with other stakeholders and build a sound relationship within the department. Supervise staff under his/her span of control. Willing to travel within and outside the province.

OPERATIONAL MANAGER: SPECIALITY (PN-B3): (2 POSTS)
Centre: Ermelo Hospital (Theatre Unit); Mmamethake Hospital
Salary: R499 953 – R 562 698 p.a. depending on OSD requirements
Reference No: MPDoH/Jan/18/13

Requirements: Current Registration with SANC as a Professional Nurse and Midwife. Diploma / Degree in nursing or equivalent qualification. A post-basic nursing Qualification with a duration of at least 1 year accredited with SANC in Child Nursing Science or Paediatric Nursing Science. A minimum of nine (9) years appropriate / recognizable experience after registration with SANC as a General Nurse. At least 5 years of the period referred to above must be appropriate recognizable experience in the specific speciality after obtaining the 1 year Post Basic qualification in the relevant speciality. Certificate of Service endorsed by Human Resource Department, Knowledge, skills, training and competencies required.

**Duties**:

Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution. Assist in planning, organizing and monitoring of objectives of the unit and departments. Demonstrate understanding of Human Resource, Financial Management, practices and procedures. Supervise staff under your control. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs. Requirements and expectations (Batho Pele). Able to plan and organize own work and that of support personnel to ensure proper nursing care. Manage all resources within units effectively and efficiently to ensure optimal service delivery. Carry out PMDS evaluation of staff, formulate training programmes and participate in the training and development of staff. Ensure that all equipment in the nursing department is adequate, checked and is in working order. Provide a safe therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Oversee the functioning of units / ward and report to nursing management.

**CHIEF PHYSIOTHERAPIST Gr 2**

Centre: Middelburg Hospital
Salary: R473 445 – 562 456 p.a. in terms of OSD
Reference No: MPDoH/Jan/18/14

**Requirements**:

BSC Physiotherapy or appropriate qualification that allows registration with the HPCSA as a Physiotherapist. Registration with the HPCSA in the relevant profession as an independent practice. A minimum of 5 years appropriate experience in Physiotherapy after registration with the HPCSA as an independent practice. Extensive experience in the assessment and treatment of critical patients (Neurosurgery, Orthopaedic, ICU etc.). Extensive management, administrative and supervisory experience. Ability to function within a multi-disciplinary team setting, to be flexible and to work independently. Good problem-solving, conflict resolution, interpersonal, organizational and communication skills. Willingness to work under pressure. Computer literacy,

**Duties**:

Manage a clinical load and develop Physiotherapy services in all the sections of the institution. Assist in the management, policy formulation, and operational planning process of the unit. Supervise and develop personnel in team including mentoring Physiotherapists at a more junior level. Undertake quarterly evaluations and training of allocated operational staff and students. Co-ordinate all administrative activities regarding the patients, clinical area and in the unit. Supervise and train students. Participate in outreach programmes
OPERATIONAL MANAGER: NURSING – PHC (PN-B3) (2 Posts)
(Replacement)
Centre: Allemansdrift ‘B’ Clinic, Kaapmuiden Clinic
Salary: R499 953 – R562 698 p.a. (depending on the years of experience) plus OSD benefits
Reference No: MPDoH/Jan/18/15

Requirements: Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic qualification with duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council. Proof of current registration with the SANC as Professional Nurse. A minimum of nine (9) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the one year post-basic qualification as mentioned above.

Duties: Responsible for the management and co-ordination of PHC services and delivery of person-centred quality nursing care in accordance with the scope of practice and nursing standards at the Primary Health Care facility. Manage planning to practice a holistic health service on a short- / medium- / long term basis and provide effective management and administrative support to Primary Health Care services. Manage personnel matters including supervision and performance management, the utilisation and supervision of staff, finances and procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Co-ordinate the provision of effective mobile Primary Health Care services attached to the fixed facility and also manages the Health Programmes, Quality assurance program of the facility. Manage control and act in facet of Health, Support, Data collection and timeously submission of accurate data, Security, Cleaning, Infection control and Ground services. Organise a cost-effective service on a daily basis and participate in community involvement and attend to community engagements as required. Collect and collate monthly Primary Health Care data and discuss at staff meetings.

ASSISTANT DIRECTOR: LABORATORY, BLOOD, TISSUE AND ORGAN DONOR SERVICES Gr 1
(Replacement)
Centre: Gert Sibande District
Salary: R459 558 – R510 042 p. a as per OSD requirement
Reference No: MPDoH/Jan/18/16

Requirements: An appropriate three year qualification. A Degree or Diploma in Biomedical Technology. Experienced Medical Technologist currently registered with HPCSA with 5-7 years post-registration experience. Knowledge of the National Health Act, Human Tissue Act, PFMA and its regulations, Public Service Act and LRA. Presentation and facilitation skills. Project/ programme management. A valid driver’s licence.
**Duties:** Monitor the effectiveness and impact of Electronic Gate Keeping. Monitor and support functional Hospital Transfusion and Laboratory Committees. Provide necessary support to the District leadership in formulating appropriate district policies and guidelines regarding the economical, effective and efficient use of both laboratory and Blood transfusion services. Liaise with key partners in establishing quality guidelines for quality institutional services. Establish reporting systems. Keep records and ensure standard adherence as part of SLA management. Ensure the appropriate utilization of the laboratory and Blood products by developing and implementing a continuous learning programme at all levels of care. Provide secretarial services to the District advisory committee.

**ASSISTANT DIRECTOR: CORPORATE SERVICES**  
(Re-advertisement)  
Centre: Lydenburg Hospital  
Salary: R334 545 p.a. (Level 9)  
Reference No: MPDoH/Jan/18/17

**Requirements:** Senior Certificate with 7 years relevant experience or an appropriate Bachelor's degree / diploma with 3 years’ experience. Ability to work independently and under pressure. Computer literacy. Good verbal and written communication skills. Logical and innovative thinking abilities and leadership skills. Sound knowledge of PFMA and experience in staff supervision and discipline. A good understanding and knowledge of the Public Service Regulations, Basic Conditions of Employment and Employment Equity Act. Performance Management Development system and Treasury Regulations.


**ASSISTANT DIRECTOR – INFORMATION TECHNOLOGY – INTERNAL AUDIT**  
(Readvertisement)  
Centre: Provincial Office, Nelspruit  
Salary: R417 552 p.a. (Level 10) plus benefits  
Reference No: MPDoH/Jan/18/18

**Requirements:** Applicants must be in possession of a recognised three year tertiary qualification in Auditing/Accounting and/or post graduate diploma/degree in IT Auditing. IAT qualification and studies towards CISA will be an added advantage. A minimum of 3 years’ experience in government IT auditing. Relevant IT and supervisory experience should be clearly indicated on the CV. Membership with the IIA (Institute of Internal Auditors). Ability to work independently under pressure. Must be in possession of a valid drivers’ license.
Knowledge and Skills: Knowledge of and experience in the application of audit software(s): Teammate, data analysis using CAATS, and of IT governance frameworks such as COBIT, ISACA, ITIL, ISO etc. Ability to understand and interpret and apply relevant legislation, regulations, frameworks, standards and guidelines Public Finance Management Act, Treasury Regulations, National Treasury Internal Audit Framework, International standard for the Professional Practice of Internal Auditing (ISPPIA). Skills in the application of audit methodology and execution of audit procedures' in accordance with the approved strategic operational plan. Understand SQL and other database structures and enquiring. Able to lead and manage multiple audits. Good interpersonal, written and verbal communication skills.

Duties: Perform audits in accordance with the audit methodology. Oversee risk-based IT audits and IT risk management reviews. Provide inputs in the development of IT risk-based IT audit coverage plans. Conduct assigned IT audit engagement from initiation to issue of audit reports. Update audit file with audit work performed. Supervise and quality assure audit work performed by internal auditors. Execute ad-hoc assignment assigned by the manager. Maintain organisational professional ethical standards.

ASSISTANT DIRECTOR: AUXILIARY SERVICES
(Re-advertised)
Centre: Rob Ferreira Hospital
Salary: R334 545 p.a. [Level 9] plus benefits
Reference No: MPDoH/Jan/18/19

Requirements: Degree or Diploma in Administration plus 8 years relevant experience. Computer literacy. Good interpersonal and communication skills verbal and written. Knowledge of Batho Pele Principles and customer care. Willing to work under pressure. Be prepared to work on shifts. Knowledge of Departmental policies, prescripts and practices. Problem solving skills, analytical thinking, maintaining discipline and conflict resolution. Organizing skills, creativity, job information, planning, decision making, supervision and control. Budgeting and reporting.

Duties: Management of Logistical Services. Ensuring its and procedures will be an added that Public private party service calls are logged responded to and analysed in line with the Public Private Party (PPP) Agreement. Manage the capturing of service calls and monitor data capturing task for logged calls. Manage office space and accommodation requirements. Oversee Auxiliary Services (cleaning, hygiene, pest control, waste management, gardens and grounds, etc.) for offices occupied by Drug Efficiently Administration. Manage document Reproduction. Switchboard Services, Telecommunication services, Service Contracts and Food aid Services.
CLINICAL PROGRAMME CO-ORDINATOR - MENTAL HEALTH (4 posts)
Centre: Ehlanzeni District: Sub district - Mashishing;
Gert Sibande District: Sub district – Govan Mbeki
Nkangala District: Sub-districts - Thembisile Hani and Emalahleni (2 posts)
Salary: R394 665 – R444 195 p.a. (OSD Requirements)
Reference No: MPDoH/Jan/18/20

Requirements: Basic Qualification as a nurse accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in psychiatry). Current year Registration with the SANC as a Professional Nurse and psychiatric nurse. Experience: Seven (7) years appropriate/ recognizable experience in nursing. At least (three) 3 years of the period referred to above must be recognizable experience in the mental health environment. Good leadership and coordination qualities. Good interpersonal and communication skills. Good organizing and planning skills. Report writing skills, ability to work under pressure. Valid driver’s license and computer literacy.

Duties: Ensure the implementation of the Mental Health Care Act no 17 of 2002 and Mental Health policies at the sub district level. Coordinate and manage mental health and Substance programme. Monitor and Evaluate Mental Health programme in the Sub-district. Conduct home visits to support families and mental health care users including forensic psychiatry. Facilitate establishment of community based mental health services. Intersectoral collaboration. Training and facilitation on mental health. Advocacy, mental health promotion and prevention of mental illness and substance abuse. Ensure community involvement and participation by forming support groups and working with stakeholders. Competencies: Plan and organize own work and support personnel to ensure proper nursing care. Implementation quality assurance processes. Do awareness campaigns on mental health and Substance abuse. Assist in preparation of strategic plans and operational plans for the programme Liaise with other departments and ability to work with NGOs.

LECTURER Gr 1 (PN-D1)
Centre: Evander Hospital
Salary: R340 431 – R394 665 p.a. in terms of OSD requirements
Reference No: MPDoH/Jan/18/21

Requirements: Basic R245 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse Plus a Post-Basic qualification in Nursing Education registered with SANC as Professional Nurse in Nursing Education. Experience: A minimum of 4 years appropriate / recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Valid driver’s license code 8 (EB)

Duties: Integrate health priority programmes in the curriculum. Provide education and training to student nurses. Co-ordinate clinical learning exposure to students between College and Clinical area. Support the mission and promote the image of the college Implement assessment strategies to determine learners’ competencies. Exercise control over learners. Plan and prepare for facilitation of learners in both theories and practical. Manage learners’ record. Be responsible for clinical accompaniment, counseling and support of learners.
ASSISTANT DIRECTOR: LEGAL SERVICES
Centre: Provincial Office, Nelspruit
Salary: R334 545 p.a. [plus benefits]
Reference No: MPDoH/Jan/18/22

Requirements: An LLB Degree. Minimum of 4 year relevant experience in the capacity of an in-house legal advisor and legislative drafting. Specialized knowledge of the legislation drafting process and legislation administered by the Department. Knowledge of government procurement systems and South African Legal System. Knowledge of the Constitution, Public Finance Management Act (PFMA), Treasury Regulations, PPFA, PAJA, PAIA. Knowledge of the litigation process and drafting / reviewing of contracts and a valid driver’s license. Skills and competencies: Interpersonal skills; strategic capacity and leadership skills; legal research and drafting skills; problem solving and dispute resolution skills. Communication skills (written and verbal); computer literacy, report writing skills. Ability to work under pressure.

Duties: Draft and or amend legislation administered by the department and pilot it through legislature. Comment on draft legislation of other Department on behalf of the Department. Scrutinize legislation which requires amendment for which the Department is affected. To render legal advice guidance and opinions to MEC, Top Management and Department at large in respect in respect to matters relating to legislation drafting and other legal matters. To provide legal opinions in other pertaining to the Department. Draft, review contracts for the department. Drafting of contracts. Prepare monthly reports for and on behalf of the Director.

ASSISTANT DIRECTOR: FINANCE
Centre: Sabie Hospital
Salary: R344 545 p.a. [Level 9] plus benefits
Reference No: MPDoH/Jan/18/23

Requirements: Bachelor’s Degree in Financial Management or Accounting. Five (5) years’ experience in Financial Management. Good Knowledge and skills in BAS, Logis, Treasury regulations, PFMA credit and debt management, numeracy, financial administration. Good Knowledge of Public Service Regulations, Risk Management and PFMA. Excellent written and verbal communication. Presentation, facilitation, problem solving, conflict resolution, research, project management and time management skills. Knowledge. Valid driver’s license.

Duties: Manage finance, revenue and bookkeeping, payments, internal control and systems, Debts Management. Advice and assist the hospital operations in the exercise of powers, functions assigned and delegations. Ensure the effective implementation of the PFMA and Treasury Regulations. Ensure compliance with the best practice accounting norms and standards. Manage, monitor and implement financial systems and accounts control. Provide accurate information in preparation of financial statements. Facilitate internal and external audits. Manage financial management quality control services. Establish and maintain effective, efficient and transparent system and internal control.
RADIOGRAPHER Gr1
(Replacement)
Centre: Elsie Ballot Hospital
Salary: R281 148 – 321 462 p.a. OSD requirements
Reference No: MPDoH/Jan/18/24

Requirements: Degree or Diploma in Diagnostic Radiography. Current registration with HPCSA as an independent Diagnostic Radiographer, Knowledge of PFMA.


SENIOR PROVISIONING ADMINISTRATIVE OFFICER (2 Posts)
(Replacement)
Centre: Carolina Hospital; Lydenburg Hospital
Salary: R281 418 p.a. [Level 8] plus benefits
Reference No: MPDoH/Jan/18/25

Requirements: Degree or Diploma in the Supply Chain / Provisioning environment or equivalent qualification plus 5 years relevant experience or Grade 12 Certificate plus 10 years relevant experience. At least 3 years’ experience in the post of provisioning administrative officer – stores or equivalent. Understanding of Public Sector Financial Administration and provisioning of PFMA and Treasury Regulations. Knowledge of Supply Chain Management. Good understanding of LOGIS and BAS. Knowledge of PPPF and Departmental Procurement Policy. Good interpersonal relations.


SENIOR STATE ACCOUNTANT (2 Posts)
(Replacement)
Centre: Barberton Hospital; Lydenburg Hospital
Salary: R281 418 p.a. [Level 8] plus benefits
Reference No: MPDoH/Jan/18/26

Requirements: Degree or Diploma in Finance plus 5 years relevant experience or Grade 12 Certificate plus 10 years relevant experience. At least 3 years’ experience in the post State Accountant. Good inter-personal and communication skills, verbal and written. Mathematical or accounting skills. Understanding of customer care and Batho Pele Principles. Willing to work under pressure. Knowledge of Departmental Financial policies, prescripts and practices. Problem-solving skills, analytical thinking, maintaining discipline and conflict resolution. Organizing skills and creativity.

**SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**

(Replacement)

Centre: Amajuba Memorial Hospital

Salary: R281 418 p.a. [Level 8] plus benefits

Reference No: MPDoH/Jan/18/27

**Requirements:** Degree or Diploma in the Supply Chain / Provisioning environment or equivalent qualification plus 5 years relevant experience or Grade 12 Certificate plus 10 years relevant experience. At least 3 years’ experience in the post of Supply Chain Management / Provisioning. A valid Code B driver’s license. **Knowledge, skills and competencies:** Knowledge of legislative prescripts governing the public sector Financial Administration, but emphasis should be on the Public Finance Management Act and Treasury Regulations, the Preferential Procurement Policy Framework Act of 2000 and supply chain management. A guide to Accounting Officer / Authority and practice notes. Good understanding of BAS, LOGiS and / or PERSAL financial systems.

**Duties:** Render financial management and Supply Chain Management (procurement) services of the Depot. Be responsible for the maintenance of supplier’s database. Authorize purchase orders and /or procurement advice. Manage the collection, receipts, safeguarding. Be responsible for asset and fleet management. Be responsible for approval and generation of payments. Be responsible for stores and inventory management. Be responsible for the approval and generation of payments. Supervise the safe keeping and filing of payments voucher. Be responsible for development and maintenance of internal control systems. Render guidance in the compilation of the institutional budget. Be responsible for monthly and quarterly financial reports. Monitor expenditure trends and guard against unauthorized, wasteful and fruitless expenditure. Provide capacity building, training and development to cost centre managers and other line managers. Monitor, control and evaluate performance of subordinates.

**CHIEF PERSONNEL OFFICER**

(Replacement)

Centre: Barberton Hospital

Salary: R227 802 p.a. [Level 8] plus benefits

Reference No: MPDoH/Jan/18/28

**Requirements:** Degree or Diploma in Administration plus 5 years relevant experience in HRM. Grade 12 Certificate plus 10 years relevant experience. At least 3 years’ experience in the post of Personnel Practitioner/ Principal Personnel Officer. **Knowledge:** Experience in the sphere of general HRM, recruitment and service benefits matters. Computer Literacy; MS Word, Ms Excel, Ms outlook, Ms Power
Point, Proof of PERSAL Training and competencies. Broad knowledge of HRM, in depth knowledge of relevant Acts, Policies, Regulations in HRM, Basic conditions of employment Act, Labour Relations Act. Sound Knowledge of BCEA, EEA, PFMA problem solving. Display the following competencies: Good verbal and written communication, interpersonal relation skills. Ability to work under pressure and deliver.

**Duties:** Render effective administration process of recruitment, selection and placement in HR. Develop database on transfers, service terminations, death, resignations, retirements, Administer all types of employee benefits and conditions of service (e.g. Long Service Awards, Medical Aid) Process leave gratuities. Administer leaves. Approve PERSAL Transactions captured. Facilitate processing of pension benefits and leave payout. Create and maintain the complete and accurate Human Resource records. Utilise resources effectively, adhere to Batho Pele Principles, Service Standards, Human Resource Policies and procedures. Manage Human Resources. Manage PMDS in the unit.

**INFORMATION OFFICER (16 POSTS)**

Centre: **Nkangala District (5):** Emalahleni- ; Steve Tshwete- ; Dr J S Moroka- ; Thembisile Hani- and Emakhazeni Sub-districts

Reference No: MPDoH/Jan/18/29

**Ehlanzeni District (6):** Umjindi- ; Nkomazi- ; Thaba Chweu- ; Mbombela East; Mbombela South- and BBR Sub-districts

Reference No: MPDoH/Jan/18/30

**Big 5 Hospitals (5):** Themba- ; Rob Ferreira- ; Mapulaneng- ; Witbank- and Ermelo Hospitals

Salary: R226 611 p. a. [Level 7] plus benefits

Reference No: MPDoH/Jan/18/31

**Requirements:** Degree / National Diploma in Information Management or equivalent qualification. Experience in Information Management. Knowledge in DHIS will be an added advantage. Experience in developing and maintaining Information Systems and databases. Ability to work independently and as part of a team. Valid driver’s license.

**Duties:** Establish and maintain appropriate systems, analytical tools and information systems. Coordinate the management of the NTSG and HPTD unit information systems and data bases. Adhering to timelines and generating and preparing reports as requested by all stakeholders. Ensure effective capturing of statistics for the NTSG and HPTD unit. Coordinate the collection, analysis and interpretation of data. Verifying correctness of data before submitting to the next level. Ensure timely preparation and presentation of reports for decision makers. Advice and report on performance indicators. Prepare reports develop and maintain information systems, policies, procedures and standards. Conduct Information management user-Awareness and training programs. Supervise and manage ward clerks Prepare various reports for the hospital and advice management of any trends practices and corrective actions where applicable.
FOOD SERVICE MANAGER (2 POSTS) (Replacement)
Centre: Ermelo Hospital, Barberton TB Hospital
Salary: R183 558 p.a. [Level 6] plus benefits
Reference No: MPDoH/Jan/18/32

Requirements: Degree / National Diploma in Food Management or relevant qualification or Grade 12 plus 8 years relevant experience. Knowledge of Food Service Management. Operations and basic computer literacy will be recommended. Excellent communication (written and verbal) skills. Prior knowledge of stock and key control required. Good interpersonal, analytical and problem solving skills. Ability to work as a team and independently under pressure. Have effective leadership skills. Valid driver’s license.

Duties: The direct control and Supervisors and food production staff. The Planning of menus and recipes for normal diets. The ordering of supplies, control the storage and issuing thereof. Inputs into the planning, budget and control expenditure in the kitchen by means of cost effective measures and the implementation of prescribed guidelines/procedures. The planning, implementation and evaluation of food services staff.

Applications must be delivered to the Provincial Office, Nelspruit.

All applications should be directed to:

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<thead>
<tr>
<th>The Head of Department</th>
<th>OR Hand delivered to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provincial Office</td>
<td>No 3 Government Boulevard</td>
</tr>
<tr>
<td>Department of Health</td>
<td>Riverside Mbombela</td>
</tr>
<tr>
<td>Private Bag X 11285</td>
<td>1200</td>
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<tr>
<td>MBOMBELA</td>
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<td>1200</td>
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For attention: Ms D Khoza

All enquiries to be directed to: Ms G. Mokone (013 766 3340) or Ms G. Nkosi (013 766 3103)

CLOSING DATE FOR ALL POSTS: FRIDAY, 09 FEBRUARY 2018 (at 14h00 sharp)
all applications received after the closing date and time will NOT be entertained.

Apply as early as possible to avoid disappointments, please

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

(People with disabilities are requested to apply and indicate such in their application forms)
Application should be submitted on Z83 form obtainable from any public services Department and should be accompanied by recently certified copies of qualifications (preferably within 3 months), ID/passport and curriculum vitae.

Please quote the CORRECT references on your form and where possible the station/Centre where the post is.

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

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

In line with the vetting strategy of the Public Service, personal details of applicants will be verified during the selection should be submitted on Z83 form obtainable from any public services department and should be accompanied by certified copies of qualifications, ID/passport and curriculum vitae. Please quote the references on your form and where possible the station/centre where the post is.

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

NB: Candidates who are not contacted within 5 months after the closing date must consider their applications as having been unsuccessful.

The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the interest of the department will be well served.