“SIYANAKEKELA”

SPECIALIST GR 1 & 2 (11 posts)
(Obstetrics & Gynaecology; Paediatrics; Anaesthesiology; Orthopaedics; Radiology; Ophthalmology; Psychiatry; ENT)

Centre: Regional Hospitals – Themba; Ermelo & Mapulaneng Hospitals (6);
Tertiary Hospitals – Witbank & Rob Ferreira Hospitals (5)

Salary: R924 378 - R1 222 595 - p.a. (OSD Requirements)
Reference No: MPDoH/Jun/16/01

Requirements: Appropriate Qualification that allows registration with HPCSA as Medical Specialist (Speciality). Registration: HPCSA as Medical Specialist (Speciality). Experience: None after registration as Medical Specialist in a normal Speciality. Recognition of experience: None. Knowledge and Skills:
Sound knowledge of clinical concepts within the relevant discipline. Good operative skills to carry out advanced clinical services. Research and organisational ability. Conflict management. Management skills.

Duties: Manage O & G Clinical 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.

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DISTRICT SPECIALIST TEAM GR 1 & 2 (3 posts)
Obstetrics & Gynaecology; Paediatrics; Anaesthesiology
Centre: Nkangala & Gert Sibande District
Salary: R924 378 - R1 222 595 - p.a. (OSD Requirements)
Reference No: MPDoH/Jun/16/02

Requirements: Appropriate Specialist qualification registrable with the Health Professions Council of South Africa (HPCSA) plus at least 5 (five) years’ experience as a specialist. It would be required of the successful candidate to sign a performance agreement. Competencies: To have knowledge about own special discipline’s relevant legislations, regulations and policies, quality assurance and improvement programmes, programme planning, implementation and evaluation information management Human Resources and financial management. To have leadership, communication, Problem solving and Computer literacy Skills; and be able to function under pressure, be self- confident, objective, ethical and empathic.

Duties: Represent own discipline as a member of a District Clinical Specialist Team responsible for the delivery of quality health care for mothers, newborns and children at all levels of care within the health district. Promote equitable access to appropriate level of care for all mothers’ newborns and children within the health district. Maintain personal competency in own clinical discipline whilst ensuring that 50% of time is spent on supporting the Regional and District hospitals with aspects of service delivery, related to own discipline services. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Facilitate and participate in the development, training and mentorship of health professionals in all facilities within the district. Work with District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. Provide support and guidance in the in ensuring appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical services. Initiate, support and participate in clinical audits and quality improvement cycles. Implement effective monitoring and evaluation processes effective use of data and appropriate reporting on outputs and health outcomes. Work integrated with all the other team members in supporting the other streams of PHC reengineering. The successful candidate will be required to sign the employment contract with the Department

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CLINICAL MANAGER (7 Posts)
Centre: Barberton; Amajuba Memorial & Elsie Ballot; Barberton TB; Embhuleni; Themba; Witbank TB; Witbank Hospitals
Salary: R981 093 – R1 121 775 p.a. (OSD requirements)
Reference No: MPDoH/Jun/16/03

Requirements: MBChB degree or equivalent qualification plus relevant experience. Registration with the HPCSA. A valid work permit will be required from non-South African. At least 6 years relevant experience after registration. Sound clinical knowledge. Knowledge of current of health services and public service legislation, regulation and policies. Skills: Communication skills. Problem solving skills. Decision making skills. Presentation skills. Good and human relation and analytic skills. Be able to work under pressure.

Duties: Management of clinical, medical, dental and allied health services. Provide clinical care to patients. Provide ongoing medical management of patients with chronic medical conditions. Management and storage of health information including discharging summaries. Participate in development and implementation of quality improvement plans in the hospital. Perform after hour clinical duties.

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MEDICAL OFFICER GR2 (12 posts)
Centre: Regional Hospitals [Ermelo, Themba & Mapulaneng Hospitals]
Salary: R784 743 – R858 063 p.a. (OSD Requirements)
Reference No: MPDoH/Jun/16/04

Requirements: MBChB degree with a recognized University. Current registration with the HPCSA as a Medical Practitioner. At least 5-10 years or more experience after registration as Medical Practitioner (Independent Practice) and Foreign Qualified employees-Minimum of 11 years of experience will be required after registration as Medical Officer – Independent Practice. Sound knowledge of Medical ethics. Additional experience in the relevant discipline will serve as a recommendation.


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MEDICAL OFFICER GR1 (22 posts)
Centre: Regional Hospitals [Ermelo, Themba & Mapulaneng Hospitals] (12);
Tertiary Hospitals [Rob Ferreira & Witbank Hospitals] (10)
Salary: R686 322 – 739 368 p.a. (OSD Requirements)
Reference No: MPDoH/Jun/16/05

Requirements: MBCHB degree with a recognized University. A postgraduate medical qualification will be an added advantage. 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.

MEDICAL REGISTRARS (10 posts)
(Obstetrics & Gynaecology, Orthopaedics, Paediatrics, Anaesthesiology)
Centre: Witbank Hospital
Salary: R686 322 – 739 368 p.a. (OSD Requirements)
Reference No: MPDoH/Jun/16/06

Requirements: An MBChB degree from a recognized university. Current registration with the HPCSA as a General Practitioner. Must have completed Community Service obligations. Prior experience or diploma in the specific discipline will be a strong recommendation. Ability to work in a team. Good interpersonal skills. Good written and verbal communication skills. Sound clinical knowledge and experience in all medical disciplines. Knowledge of current health and public service legislation, regulations and policies. Ability to implement and manage change. Ability and willingness to perform duties outside normal hours and away from the base of employment, if and when required. Valid driver's licence.


N.B. Additional applications will be included official Data base.
DIRECTOR: FINANCIAL ACCOUNTING
Centre: Provincial Office, Nelspruit
Salary: R864 177 p.a. [Level 13] (All inclusive package)
Reference No: MPDoH/Jun/16/07

Requirements: B Com Degree / Diploma in Accounting with at least 5 years’ experience at Middle Management Service in the financial management environment. Valid driver’s license. CORE Competencies: Financial management experience combined with good analytical and planning skills. Project management and report writing skills. People management and communication skills: Leadership skills. Advanced computer literacy especially experience in the use of Spreadsheet. Understanding of budget processes and budget planning processes. Extensive knowledge of PFMA, Treasury Regulations and other prescripts and be able to apply in the public service. Ability to work under pressure.

Duties: Manage and facilitate budgeting processes. Manager and render revenue and bookkeeping services. Manage and render expenditure monitoring and reporting processes. Manage cost centre implementation and maintenance. Do budgeting, contribution statements, break-even charts, appraisal etc. Leading a team of staff responsible for the production of management accounts. Producing weekly, monthly and quarterly management reports to senior management. Analysing variances and exploring potential problems with line managers. Making appropriate recommendations and advising of the impact on the services being rendered. Improving the systems surrounding all aspects of the charity's budgets, forecasts and business planning. Establishing and maintaining costing models for the department. Planning projects exploring potential problems or opportunities, ensuring that resources and staff are available to execute the project. Carrying out any necessary research, analysing it and concluding on the available information. Providing financial support for the fundraising department, funding applications. Setting up and maintaining regional reporting systems. Budgeting, planning and forecasting for directorate and implementing performance measures for the business. Providing financial support for the trading company of the charity. Staff development.

N.B. Recommended candidates will be subjected to competency assessment.

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MANAGER: PHARMACEUTICAL SERVICES  
Centre: Middelburg Depot  
Salary: R910 716 – R981 093 p.a. (OSD Requirements)  
Reference No: MPDoH/Jun/16/08


Duties: Overall management of the pharmacy department for the CHC and PHC including finance, and human resources and supply management. Compile reports for submission the District Pharmacy Manager and hospital management. Assist in the coordination of the hospital drug and therapeutics committee. Control and supervision of junior staff. Develop, revise and implement policies and procedures in the pharmacy department. Review and dispensing of outpatient and inpatient prescription. Monitor patient’s treatment as well as medicine usage by patient. Maintain accurate and appropriate records and statistics. Provide medicine information, counselling and education to health professionals and patients. Supervision and training of interns and pharmacist assistants. Be responsible for the management, control and security of drug stock and equipment and ensure proper procedure for ordering, authorization, storage and control of drugs supplies. Exercise control over expenditure by ensuring non-wastage of pharmaceutical and other resources. Perform standby/on call and work overtime.

DEPUTY DIRECTOR: CORPORATE SERVICES  
Centre: Tintswalo Hospital  
Reference No: MPDoH/Jun/16/09


Duties: Effective and efficient running of the corporate services within the district/hospital and give full support to other services and programmes in the district. Ensure that key targets are achieved. Effective manage and develop human
resources, including sound employment relations. Support employee assistance program, departmental health information and communication technology functions in the district/hospital.

Exercise and regulating, control over institutional activities, Monitor implementation of the plans. Represent the district/hospital in various forums at the district level and report to senior structures of the department. Provide subordinates with the overall policy framework and provide strategic leadership. Develop and maintain constructive working relationships within administration and support and other professional structures. Monitor and ensure proper utilization of financial and physical resources. Responsible for the supervision and evaluation of the staff performance. Manage the office budget. Co-ordinate proper staffing of the facilities in the district/hospital. Arrange meetings. Keep minutes. Handling of queries. Handling of correspondence.

**NOTE:** Short listed candidates will need to undergo a competency assessment

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**DEPUTY DIRECTOR: MONITORING AND EVALUATION (HAS)**
Centre: Provincial Office, Nelspruit
Reference No: MPDoH/Jun/16/10

Appropriate B Degree or equivalent qualification. **Relevant Experience:** 3 - 5 year’s post qualification experience in Monitoring & Evaluation. **Knowledge:** Understanding of the health systems with more emphasis to HIV, STIs and TB, management practices, Monitoring & Evaluation systems, and provincial information systems. Extensive knowledge of the DHIS. Good report writing and presentation skills. Computer literate and advanced knowledge of Word, Excel, Power point and Project management software. Valid Driver’s license. **Generic Competence requirements:** Planning and Organising. Adhering to Batho Pele Principles and Values. Writing and Reporting. Ability to work with People. Must be creative and Innovative. Have Problem Solving Skills. Be able to Present and Communicate Information, analyse and provide feedback.

**Duties:** Manage and coordinate HIV&AIDS, STIs and TB programme data and information systems for effective monitoring and evaluation of the programme. Manage and Collate data of the HIV&AIDS, STIs and TB within the province. Review data elements and indicators and design data collection and reporting tools. Collate Provincial HIV&AIDS, STIs and TB data reports from all sub-programmes reports received from partners, Districts and NGOs. Validate and compile comprehensive programme monthly, quarterly and annual reports. Advocate for the use of indicators in the management and planning of programme. Ensure complete and accurate reporting of programme performance. Complete provincial and national reports (APP, DORA, Business Plan, PSP, Risk assessment and management, etc.) Provide reports and information as required by AGSA. Ensure implementation and adherence to data flow policies and data flow guidelines. Provide data analysis for districts and sub-districts. Regulate, Coordinate and standardise reporting tools and source documents. Liaise with NDOH and other key stakeholders of data and performance related issues. Establish functional nerve centres at provincial, district and sub-district level. Ensure accurate reporting of information in war rooms. Support provincial and district information
personnel and systems. Conduct facility site visits and support. Responsible for system update trainings and coordination.

Note: The shortlisted candidates will need to undergo a competency assessment

DEPUTY DIRECTOR: TREATMENT CARE AND SUPPORT (HAS)
Centre: Provincial Office, Nelspruit
Reference No: MPDoH/Jun/16/11

Requirements: B degree or equivalent and a Diploma in General Nursing. A minimum of 5 years relevant appropriate experience in nursing. Current registration with SANC. Relevant Experience: 5 year’s post qualification experience in clinical management of HIV and TB. Knowledge: Understanding of the health system within the framework of National and provincial HIV, STI and TB policies and guidelines. Knowledge and understanding of the 909090 strategy and its implementation at all levels. Computer Literate with and advanced knowledge of Word, Excel, Power point and Project management software. Valid Driver’s license.

Generic Competence requirements: Planning and Organising. Adhering to Batho Pele Principles and Values. Writing and Reporting. Ability to work with People. Must be creative and Innovative. Have Problem Solving Skills. Be able to Present and Communicate Information, analyse and provide feedback.

Duties: Facilitate the implementation of the PHC package by improving the provision of HIV and AIDS, STI and TB services in the province. Facilitate the implementation of clinical guidelines and mentorship programmes for HIV, STI and TB programmes. Liaise with relevant stakeholders to ensure the implementation of adherence guidelines (AGL). Maintain effective TB and HIV and AIDS collaboration. Ensure support of CBHS. Maintain HAST information and NGO database. Planning, Monitoring & Evaluation of DIPs. Advocate for the use of indicators in the management and planning of the HAST programme. Ensure complete and accurate reporting of programme performance in alignment with the APP, DORA, Business Plan, PSP etc. Provide programme reports for Risk assessment and management and as requested by AGSA.

Note: The shortlisted candidates will need to undergo a competency assessment

ASSISTANT DIRECTOR: MONITORING AND EVALUATION (HAS)
Centre: Provincial Office, Nelspruit
Salary: R311 784 p.a. [Level 9] plus benefits
Reference No: MPDoH/Jun/16/12

Duties: Provide ICT Support in roll out of Tier.Net, Smarter, DHIS, ETR.NET. Coordinate the integration of the TB module into the TIER system. Assist with stabilisation of systems at all levels. Updating of systems to ensure current versions are in use. Maintain database of sites and systems. Understand Provincial ICT policies and ensure compliance. Attend to configuration issues. Identify user training needs and liaise with provincial M&E coordinator and ensure capacity building for data capturers and health care workers. Control and maintain user access to systems. Liaise with facility managers on the ART and TB register electronic and medical records regarding day to day operational matters. Document all calls communication received with relation to information systems. Submit monthly status reports on TIER implementation.

DEPUTY MANAGER: PHARMACEUTICAL SERVICES
Centre: Middelburg Depot
Salary: R858 063 – R924 378 p.a. (OSD Requirements)
Reference No: MPDoH/Jun/16/13

Requirements: Degree Pharm / B. Pharm. Current registration with SAPC. A minimum of 10 years appropriate experience after registration as a Pharmacist with SAPC. 5 year experience in the pharmaceutical warehousing. Good communication, interpersonal and computer skills (MS Word and Excel). Ability to work in a team. Good understanding of guidelines and processes of Essential medicine list committee. Sound knowledge of the Pharmacy and related Substance control Act and Good Pharmacy Practice. A valid code B driver’s license.

Duties: Compile and manage the pharmaceutical budget and monitor expenditure. Manage all pharmaceutical contracts. Manage procurement of pharmaceuticals for the province. Manage warehousing of all pharmaceuticals. Compile all relevant annual and quarterly reports. Manage repacking of medicines. Provide support in the development of strategic and operational plan of Pharmaceutical services. Overall
responsibility and accountability for medicine supply management processes. Participate in the Provincial PTC. Ensure continuous availability of pharmaceuticals. Manage the development and review of pharmaceutical policies in line. Facilitate compliance of the depot with legislative requirements.

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**DEPUTY MANAGER: AFRICAN TRADITIONAL MEDICINES**  
Centre: Provincial Office, Nelspruit  
OSD Requirements  
Reference No: MPDoH/Jun/16/14

**Requirements:** Degree Pharm / B. Pharm. Current registration with SAPC. A minimum of 10 years experience after registration as a Pharmacist with SAPC. 5 year experience in the field of Traditional health practices. Good communication, interpersonal and computer skills (MS Word and Excel). Ability to work in a team. Good understanding of guidelines and processes of the Traditional medicines. Sound knowledge of the Medicine and related Substance Control Act and Good Pharmacy Practice. A valid code B driver’s license.

**Duties:** Management of Traditional Health practices. Compile and manage the pharmaceutical budget and monitor expenditure. Provide support in the development of strategic and operational plan of Pharmaceutical services. Compile all relevant annual and quarterly reports. Ensure compliance with Traditional Health practitioner’s legislation. Provide training to traditional health practitioners and other health workers. Develop policies and norms related to Traditional medicines. Ensure implementation of guidelines related to Traditional medicine

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**DEPUTY MANAGER: POLICY SYSTEMS, NORMS AND DEVELOPMENT (PHARMACY)**  
Centre: Provincial Office, Nelspruit  
OSD Requirements  
Reference No: MPDoH/Jun/16/15

**Requirements:** Degree Pharm / B. Pharm. Current registration with SAPC. A minimum of 10 years appropriate experience after registration as a Pharmacist with SAPC. Good communication, interpersonal and computer skills (MS Word and Excel). Ability to work in a team. Good understanding of the Pharmaceutical standard operating procedure. Sound knowledge of the Pharmacy and related Substance control Act and Good Pharmacy Practice. A valid code B driver’s license.

**Duties:** Provide support in the development of strategic and operational plan of Pharmaceutical services. Overall responsibility and accountability for medicine supply management processes. Manage the development and review of pharmaceutical policies in line with Departmental policies. Monitor implementation of policies and guidelines. Compile all relevant reports. Support skills development of
pharmacy personnel. Coordinate training to all healthcare officials. Monitor registration and licensing of all facilities with the statutory bodies. Facilitate compliance of all facilities with pharmaceutical policies, norms and standards.

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DEPUTY MANAGER: ESSENTIAL DRUG LIST
Centre: Provincial Office, Nelspruit
Salary: R858,063 – R924,378 p.a. OSD Requirements
Reference No: MPDoH/Jun/16/16

Requirements: Degree Pharm / B. Pharm. Current registration with SAPC. A minimum of 10 years appropriate experience after registration as a Pharmacist with SAPC. 5 year experience in the strategic planning processes of pharmaceutical services. Previous experience in management. Good communication, interpersonal and computer skills (MS Word and Excel). Ability to work in a team. Good understanding of Essential medicine list guidelines. Sound knowledge of the Pharmacy and related Substance control Act and Good Pharmacy Practice. A valid code B driver's license.

Duties: Management of Provincial medicine formulary. Coordinate Provincial PTC. Render technical and pharmaceutical EML support. Compile and manage the pharmaceutical budget and monitor expenditure. Provide support in the development of strategic and operational plan of Pharmaceutical services. Compile annual quarterly and monthly reports of Pharmaceutical services. Overall responsibility and accountability for medicine supply management processes. Monitor and compile reports on medicine availability. Participate in the development and review of pharmaceutical policies. Provide expert advice and training to other healthcare

Note: The shortlisted candidates will need to undergo a competency assessment.

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MANAGER: NURSING (PHC MANAGER)
Centre: Mbombela Sub-District, Nelspruit
Salary: R793,536 - R893,142 p.a. (OSD Requirements)
Reference No: MPDoH/Jun/16/17

Requirements: Basic Qualification accredited with the SANC in terms Government Notice 425 (i.e. diploma/degree in nursing) that allows registration with the SANC as a Professional Nurse. Eight (8) years appropriate/recognizable experience in unit/ward management. At least (three) 3 years of the period referred to above must be recognizable experience at management level. Good leadership qualities. Good interpersonal and communication skills. Good organizing and planning skills. Report writing skills, ability to work under pressure. Valid driver’s license, nursing administration and computer literacy.

Duties: Deputise the Nursing Service Manager. Provide support to all nursing programmes. Supervise optimal holistic nursing care with set standards and with professional legal frameworks. Effective management and utilization of resources. Maintain professional growth and self-development. Provide conducive environment
for all patients and staff. Provide Strategic Support and quality nursing care. Compile reports as required. Participate in-service trainings.

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NURSING SERVICE MANAGER
Centre: Standerton TB Hospital
Salary: R705 057 - R793 536 p.a. (OSD requirements – PN-A9)
Reference No: MPDoH/Jun/16/18

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

Duties: Establish the strategic direction of the component to alignment with its business plan, ensure that efficiency and most suitable work procedures are identified, developed and implemented, Facilitate the development of nursing operation/business plan to give strategic directions, Participate in the hospital executive decision making body. Collaborate with other health team members to identify actual and potential areas for nursing and health care research for improvement and maintenance of quality care, Coordinate service and specific care activities within the multidisciplinary teams, coordinate the provision of relevant health care and rehabilitation, Advocate and ensure promotion nursing ethos and professionalism.

Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to ensure care, manage and utilize resources in accordance relevant directives and legislations.

Note: The shortlisted candidates will need to undergo a competency assessment.

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ASSISTANT MANAGER: PHARMACEUTICAL SERVICES (3 posts)
Centre: Middelburg Depot
Salary: R750 453 – R870 936 p.a. (OSD Requirements)
Reference No: MPDoH/Jun/16/19

Requirements: Diploma Pharm/ BSc. Pharm/ B. Pharm. Current registration with SAPC. A minimum of 7 years appropriate experience after registration as a Pharmacist with SAPC. Good communication, interpersonal and computer skills (MS Word and Excel). Ability to work in a team. Good understanding of the National Drug
Policy and good pharmacy practice guidelines. Sound knowledge of the Pharmacy Act and the related Substance Act. A valid code B driver’s license.

**Duties:** Develop and manage the pharmaceutical budget and monitor expenditure. Provide expert advice on selection and procurement of pharmaceutical, medical and surgical supplies. Ensure the implementation of the down referral system. Implement the essential drug Programme. Supervise pharmaceutical care to Hospital patients by implementing monitoring of work procedures, policies and Guidelines. Overall responsibility and accountability for drug supply management to ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Effective implementation and monitoring of security measures to ensure the safekeeping of all pharmaceuticals within the pharmacy and the hospital. Assist with the training, education and development of Pharmacy staff and other health workers. Promoting of public health, report to the Pharmaceutical and Clinical Manager in respect of general issues of Pharmacy. General control and assessment of pharmacy staff. Recruitment and retention of pharmacy personnel. Assist in the implementation of Provincial Comprehensive HIV/AIDS care and treatment plan (ARV’s).

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**OPERATIONS MANAGER: EMS HEAD OFFICE**
**Centre: Provincial Office, Nelspruit Head Office**
**Salary: R728 436 – R832 890 p.a. (OSD) plus benefits**
**Reference No: MPDoH/Jun/16/20**

**Requirements:** Grade 12 or equivalent. Must be in possession of CCA/N Dip/B-Tech or higher qualification related to EMS allowing for registration with the Health Provisional Council of South Africa. Must have 5 years post qualification experience in any of the required qualifications in the EMS environment. Must be in possession an unendorsed and valid Code B, C or C1 with a current PDP. Must have more than 10 years extensive management experience at various junior EMS management positions. Must be computer literate with EMS IT background. Sound knowledge of drawing up management reports from EMS data.

Possession of a management qualification will serve a great advantage. A disaster management qualification will serve as a great recommendation. Must have previous experience in the Planned Patient Transport Environment. **Recommendation:** A project management qualification. Good written and verbal communication and computer skills. Good report writing skills. Knowledge of the Public Service and related legislation and the legal and labour implications thereof. Ability to plan, manage and delegate as well as monitor administrative functions. Innovative, analytical and creative thinking. **Knowledge:** Knowledge of budget control systems and measures. Knowledge of range of procedures such as Computer Training, Safety planning, Finance, HR and disaster management. Complex written reports/letters/management reports/ coordinating of EMS operations. Sound knowledge of the EMC protocols, skills, training required in the day to day running of EMS operations. Knowledge of PMFA, DHIS, PMDS Equity Act and Disaster Management Act.
**Duties:** Perform administrative functions. Co-ordinate EMS operations and PPTS. Manage and co-ordinate communications systems within Mpumalanga Province on a daily bases. Co-ordinate meetings with stakeholders / institutions. Ensure sound financial management within the areas of responsibility in as far as budgeting and expenditure for the EMS office is concerned. Maintain an orderly and efficient system of administration and document management. Facilitate the gathering of information and prepare and submit reports as required. Supervise office staff. Intersect oral liaison with regards to EMS communications. Disaster management. Develop, Implement and manage EMS information system / data collection. Participation in Labour relation hearings. Liaison with public regarding service delivery issues. Performing standby duties. Stand in an Acting Director as and when it is required. Provide support to the Director EMS, PPTS, Disaster Management and Rescue Services and to the districts as well. Execute all legal instructions given by the Director of his/her appointed delegate.

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CHIEF EXECUTIVE OFFICER (2 posts)
(a) Centre: Witbank Hospital [Level 14]
Salary: R1 042 500 p.a. [Level 14] plus benefits on SMS package that must be structured according to the SMS dispensation.

(b) Centre: Lydenburg Hospital [Level 12]
Salary: R726 276 p.a. [Level 12] plus benefits on MMS package that must be structured according to the MMS dispensation.

The successful candidates must sign a performance agreement within three (3) months of appointment. The recommended candidates will be subjected to a competency assessment.
Reference No.: MPDoH/Jun/16/21

**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 licence is an inherent requirement. Competencies: **Knowledge:** Knowledge of relevant legislations such as National Health Act, Public Finance Management Act (PFMA), public Service and related regulations and policies. **Core-competencies:** strategic capabilities and Leadership programme and project management, financial management, change management, people management and empowerment. **Process Competencies:** Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

**Duties:** To plan, direct, co-ordinate and manage the efficient and effective of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide
strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. **Strategic Planning:** Prepare a strategic plan for the hospital to ensure that it is in line with the ten (10) point plan, National, Provincial, Regional and District Plans.

**Financial Management:** Maximise revenue through collection of all income due to the hospital, ensure that the hospital is managed within budget in line with PFMA and relevant guidelines, ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management.  

**Facility management:** ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that system and procedure are in place to ensure planning and timeous maintenance of facilities and equipment. **Human Resource Management:** Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance.  

**Procurement and Management of Equipment and Suppliers:** Implement procurement and provisioning system that is fair, transparent, competitive and cost-effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost-effective and timely manner. **Clinical and corporate governance:** Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution’s risk to ensure optimal achievement of health outcomes.

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CLINICAL PSYCHOLOGIST GR2 (2 posts)  
Centre: Mental Health District Specialist Team  
Salary: R695 682 – R772 110 p.a. (OSD Requirements)  
Reference No: MDoH/Jun/16/22  

**Requirements:** Relevant Degree in Clinical Psychology. Current registration with the Health Professions Council of South Africa (HPCSA) in the appropriate category. Knowledge of and experience in working with a wide range of patients or a care giving organization. In-depth knowledge of and experience with complex trauma as well as psychopathology within individuals and within systems is required. Experience in psychometric assessment, different forms of individual and group therapy, and parent counselling is necessary. Research and training skills are also required. The candidate must be abreast of the Mental Health Care Act and the Children’s Act and other laws and policies pertaining to the field and have a sound
knowledge of professional ethics. The candidate must be computer literate and in possession of a valid driver’s licence. ADDITIONAL SKILLS: Knowledge and experience in neuropsychology, neuropsychological assessments and rehabilitation as well as knowledge of interventions for treating HIV will serve as an advantage.

Duties: Psychometric evaluation and the provision of suitable therapeutic modalities and interventions. The training and supervision of psychology interns and nursing staff. The candidate will work within –and at times lead – a multidisciplinary team. The candidate will assist in coordinating, developing and promoting service delivery where relevant in the hospital. The candidate will collaborate with and participate in Hospital Committees. The candidate will need to have knowledge of the local mental health care environment and the ability to identify, implement and provide outreach services to the surrounding community.

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PSYCHOLOGIST GR2 (2 posts)
Centre: Mental Health District Specialist Team
Salary: R695 682 – R772 110 p.a. (OSD Requirements)
Reference No: MPDoH/Jun/16/23

POSTS WITHDRAWN

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MANAGER: WASTE MANAGEMENT
Centre: Provincial Office, Nelspruit
Reference No: MPDoH/Jun/16/24

Requirements: An appropriate Bachelor’s degree in Environmental health / Public health or equivalent qualification. At least 5 years’ experience in environmental health and independent practitioner. Extensive knowledge on medical waste management and other related activities. Good leadership qualities, with a clear demonstration of monitoring and evaluation.

Good leadership qualities, with a clear demonstration of management abilities. The ability to coordinate multi-disciplinary and sectoral activities. Good communication skills. Computer literacy. A valid driver’s license. Must be registered with the HPCSA as an independent environmental health practitioner. Strategic capability and leadership. 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 medical waste management. Monitor and evaluate medical waste contract management. Develop turnaround strategy to improve waste management in the province. Provide accurate information to Senior Management team and other stakeholders for
Evidence-based decision-making and programme planning and evaluation. Able to analyse data for decision making. Capacity building of health care workers to manage waste in the facilities. Able to conduct research to inform policies. Provide technical support to facilities and other stakeholders. Represent the department on waste management forums. Develop strategic and operational plan for the programme.

OPERATIONAL MANAGER (Specialty) Specialty - Paeds (2 posts)
Centre: Tonga Hospital
Salary: R465 939 – R524 415 p.a. (OSD Requirements)
Reference No: MPDoH/Jun/16/25

Requirements: Basic qualification accredited with the SANC Registration in terms of Government Notice R425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. A minimum of 7 years as a Professional Nurse. Good written and verbal communication skills. Sound knowledge of government policies and functional responsibilities of the Department. Display good leadership qualities and inter-personal skills.

Duties: Supervise and co-ordinate the provision of an effective and efficient patient care through adequate nursing care. Manage the activities of the Paediatric unit 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. Manage nursing activities of surgical ward; Implement National and Provincial Health Priorities. Implement all relevant prescripts/legislation. Manage and monitor proper utilization of Human, Financial and material resources. Manage Budget according to the PFMA. Participate in the analysis and implementation of nursing guidelines and practices, standards and procedures. Manage performance appraisal of personnel. Supervise the training and development of learners and personnel. Cover hospital calls over weekends as scheduled. Relieve Night Super as per need.

OPERATIONAL MANAGER (2 posts)
Centre: Tonga Hospital
Salary: R367 815 – R413 976 p.a. (OSD Requirements)
Reference No: MPDoH/Jun/16/26

Requirements: A basic qualification accredited with SANC in terms of Government Notice R425 (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional. Minimum of 8 years appropriate/recognizable experience after registration with SANC as a Professional Nurse. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level e.g. Operational Manager.
Duties: Provide strategic leadership to improve operational efficiency within the units. Manage and utilize resources in accordance with relevant directives and legislation (Human, Financial and material resources) within the units in line with the PFMA. 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 as well as the priorities of the National and Provincial Department of Health. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to nursing care.

Advocate and ensure the promotion of nursing ethos and professionalism. Monitor and conduct performance appraisals to personnel in the units. Relieve other Matrons from their duties when not available. Handle hospital bed booking book at due times.

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ASSISTANT MANAGER: NURSING
Centre: Matikwana Hospital
Salary: R465 939 – R524 415 p.a. (OSD Requirements)
Reference No: MPDoH/Jun/16/27

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

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

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OPERATIONAL MANAGER (4 posts)
Centre: KwaZamokuhle Clinic; Sinqobile CHC; Thuthukani Clinic; Tweefontein G Clinic
Salary: R465 939 – R524 415 p.a. (OSD Requirements)
Reference No: MPDoH/Jun/16/28

Requirements: Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC). A minimum of 7 years appropriate/recognizable experience after registration as a Professional nurse with SANC in General Nursing. Sound knowledge of TB, HIV and Aids. Report writing abilities, financial management skill, empathy and counselling
skills. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Good written and verbal communication skills. Sound knowledge of the current Government policies and the functioning of the Department. Display good leadership qualities and interpersonal skills. A post basic qualification in Nursing Administration will be an added advantage.

**Duties:** Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Develop and maintain working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulating and implementation of nursing guidelines, practices, standard and procedures. Manage and monitor utilization of human, financial and physical resources. Implementation of the national core standards.

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PROFESSIONAL NURSE (PSYCHIATRIC) (2 posts)
Centre: Mental Health District Specialist Team
Salary: R390 216 – R479 928 p.a. (OSD Requirements)
Reference No: MPDoH/Jun/16/29

**Requirements:** Current registration with the SA Nursing Council as a General Nurse and Midwife. Ability to work independently. Ability to work under pressure and manage heavy patient loads. At least 2 years’ experience after registration as a professional Nurse.

**Duties:** Ensure that good quality nursing care is rendered at all times according to the standards and guidelines. Efficiently use and control stock and equipment. Perform administrative tasks relate to patient care. Provide informal training to subordinates. Render comprehensive health care in the hospital. Screen patient. Assess diagnose and Prescribe nursing care of patient admitted to the wards. Responsible for supervision and evaluation of the performance of staff.

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PROFESSIONAL NURSE GR2 (PN-B1)
Advanced Midwifery & PHC Trained
Centre: Gert Sibande District (Health District Team)
Salary: R390 216 – R479 928 p.a. (OSD Requirements)
Reference No: MPDoH/Jun/16/30

**Requirements:** Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with the SA Nursing Council as a Professional Nurse. Diploma in
Clinical Nursing Assessment treatment and Care. Minimum of 4 years appropriate/recognizable experience after registration with SANC as a Professional Nurse.

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

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PROFESSIONAL NURSE GR2 (PN-D1)

Centre: Rob Ferreira Hospital
Salary: R390 216 – R479 928 p.a. (OSD Requirements)
Reference No: MPDoH/Jun/16/31

Requirements: Basic qualifications accredited with the SANC in terms of Government Notice R425 (diploma/degree in Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife. A minimum of 10 years appropriate and recognizable experience in nursing after registration as a professional nurse at SANC in professional nursing.(Proof of service records to be attached).Annual receipt a license with SANC to practice for 2015.(Proof of registration to be attached). Submission of certified copies of documents (certification should not be older than 3 months) Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills. Problem solving and decision making skills. Good supervisory and teaching skills.

Duties: Supervise and implement patient care standards. Implement and practice nursing, health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Implementation and supervision of Basic Nursing Care. Ensure adherence to Batho Pele Principles and Patient Rights Charter.

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PROFESSIONAL NURSE PN-A2 (68 posts)

Centre: Mjobodzi Clinic (2); School Health Teams (26);
Thuthukani Clinic (2); Tweefontein G Clinic (6); KwaZamukuhle Clinic (6);
Msogwaba Clinic (10); Ga-Maria Clinic (2); Lefisoane Clinic; Vriesgewacht Clinic (2); Tweefontein C Clinic; Kriel Clinic; Siphosensimbi CHC, Beatty Clinic; Rietspruit Clinic; Newtown Clinic; Eastdene Clinic; Pullenshope Clinic; Sakhelwe Clinic; Emthonjeni Clinic; Pieterskraal Clinic
Salary: R259 134 – R300 414 p.a. (OSD Requirements)
Reference No: MPDoH/Jun/16/32

Requirements: Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC). A minimum of 7 years appropriate/recognizable experience after registration as a Professional nurse with SANC in General Nursing. Sound knowledge of TB, HIV and Aids. Report writing abilities, financial management skill, empathy and counselling skills. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Good written and verbal communication skills. Sound knowledge of the current Government policies and the functioning of the Department. Display good leadership qualities and interpersonal skills. A post basic qualification in Nursing Administration will be an added advantage.

Duties: Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Develop and maintain working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulating and implementation of nursing guidelines, practices, standard and procedures. Manage and monitor utilization of human, financial and physical resources, Implementation of the national core standards.

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ASSISTANT DIRECTOR: RECRUITMENT & SELECTION
Centre: Provincial Office, Nelspruit
Salary: R389 145 p.a. [Level10] plus benefits
Reference No: MPDoH/Jun/16/33

Requirements: An appropriate Bachelor’s degree / diploma with 3 years’ relevant 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.

Duties: Effective management of the recruitment and selection process as well as maintenance and utilization thereof. Ensure effective implementation of HRM strategies, policies, practices and systems regarding recruitment and selection and monitoring the effectiveness of such implementation.

Establishment and maintain a recruitment and selection information system. Render expert advice and guidance to both subordinates and line managers on the interpretation and application of HRM policies and directives regarding recruitment and selection. Effective management of registry services in the human resource section. Responsible for recruitment advertisements in the department through the use of printed media. Verify qualifications, experience, etc. of candidates. Arrange all
aspects of the interviewing process. Draft submissions and cabinet memorandums pertaining appointments of SMS.

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CLINICAL PROGRAMME COORDINATOR GR1: QUALITY ASSURANCE
Centre: Barberton TB Hospital
Salary: R367 815 – R413 976 p.a. (OSD Requirements)
Reference No: MPDoH/Jun/16/34

Requirements: Registration with the S.A.N.C as a Professional Nurse. Seven 7 years recognizable experience in nursing after registration as a Professional nurse. Appropriate competencies in quality assurance activities. Diploma in Health Services Management and total Quality Management qualification will be an added advantage. Knowledge and Skills: Understanding of Legislation, related legal and ethical nursing practices. Knowledge in quality nursing activities. Knowledge of the scope of practice for the different categories in nursing. Ability to plan, organise and coordinate the program with other health components. Computer literacy. Knowledge and understanding of quality assurance policies. Good communication and interpersonal skills. Presentation skills. People management and application of Batho Pele Principles

Duties: Coordinate the quality improvement programs with relevant stakeholders. Facilitate annual NCS self-audit. Facilitate the management of customer complaints. Develop and ensure implementation of policies, norms and standards with regards to quality management. Conduct patient waiting time study and Patient satisfaction survey. Coordinate the development of quality improvement plan to enhance compliance to the National core standards. Provide the team with the necessary support to achieve the all in the Quality Improvement Policy of the institution. Submit monthly report on the fast tract of quality Assurance.

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CLINICAL PROGRAMME CO-ORDINATOR GR1: INFECTION CONTROL
Centre: Barberton TB Hospital
Salary: R367 815 – R413 976 p.a. (OSD Requirements)
Reference No: MPDoH/Jun/16/35

Requirements: Registration with the S.A.N.C as a Professional Nurse. Seven (7) years recognizable experience in nursing after registration as a Professional Nurse. Appropriate competencies in infection control activities. Diploma in Health Services Management and Infection Control Management qualification will be an added advantage.

Knowledge and Skills: Understanding of Legislation, related legal and ethical nursing practices. Knowledge in quality nursing activities. Knowledge of the scope of practice for the different categories in nursing. Ability to plan, organize and coordinate the program with other health components. Computer literacy. Knowledge and understanding of infection control policies. Good communication and
Duties: Coordinate the implementation of the infection control in the hospital. Ensure compliance in infection control as set in the National core standards. Conduct in-service training to all hospital members with regards to infection control practices. Conduct survey regarding infection rates in the hospital. Promote adherence to good infection control practices. Develop infection control guidelines, standards operating policies, cleaning checklist and infection control audit checklist. Do environmental surveys, monitor health care associated infection. Conduct annual hands washing campaigns. Develop and implement. Contingency plans for infection control. Submit monthly report on infection control.

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ASSISTANT DIRECTOR: FINANCE (9 Posts)
Centre: Ermelo; Bernice Samuel; Barberton TB; Elsie Ballot; H A Grove; Lydenburg; Impungwe; Matibidi; Waterval Boven Hospitals
Salary: R311 784 p.a. [Level 9] plus benefits
Reference No: MPDoH/Jun/16/36

Requirement: Appropriate 3 year degree or diploma in Accounting/Finance/Financial Management and at least 5 years’ experience in Financial Management; Good knowledge of and experience in Government financial system. Good knowledge of Public Service Regulations, risk management and the Public Finance Management Act. Good communication (verbal and written), report writing, interpersonal and problem solving skills. Computer literacy (MS Excel, Word and PowerPoint.

Duties: Advice and assist the Hospital Operations in the exercise of powers, functions assigned and delegations. Ensure the effective implementation of the Public Finance Management Act (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. Determine the long term direction of court finance services and relate these to present and future strategic goals. Manage and direct the finance section staff and budgets.

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ASSISTANT DIRECTOR: Legal Services (2 posts)
Centre: Provincial Office, Nelspruit
Salary: R311 784 p.a. [Level 9] plus benefits
Reference No: MPDoH/Jun/16/37
**Requirements:** An LLB degree, minimum of 4 years’ experience in the capacity of an in-house legal advisor and legislative drafting. Specialized knowledge of the legislation drafting process and legislation administered by the Department, knowledge of government procurement systems and South African Legal System, knowledge of the Constitution, Public Finance Management Act (PFMA), Treasury Regulation, PPPFA, PAJA, PAIA. Knowledge of the litigation process and drafting/reviewing of contracts and a valid driver’s license. **Skills and Competencies:** Interpersonal skills; strategic capability and leadership Skills; legal research and drafting skills; problem solving and dispute resolution skills. Communication skills (written and verbal); Computer literacy, report writing skills. Ability to work under pressure.

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

**ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**

Centre: Ermelo Hospital
Salary R311 784 p.a. [Level 9] plus benefits
Reference No: MPDoH/Jun/16/38

**Requirements:** A three-year degree/diploma in Supply Chain Management or Accounting or a relevant equivalent NQF Level 6, with at least three years’ relevant Supply Chain Management experience. In-depth knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, PPPFA and related prescripts. In-depth knowledge of the Logis system, coupled with a proven work record. Computer literacy including proficiency in writing and excel. Supervisory skills. Good planning and organisational skills. Good interpersonal relations. Good communication skills (written and verbal). The ability to work under pressure and preparedness to work overtime, when required.

**Duties:** Responsible for the full supply chain management processes, demand management through to monitoring and reporting. Responsible for the full implementation of the Supply Chain Management Framework and inventory, including the quarterly asset verification processes and reports. Compilation, implementation and reporting on the operational and risk plans related to supply chain management and asset management. Monthly management reports including but not limited to relevant disclosure notes.

Responding to Parliamentary questions within the required timeframes. Attending to audit related to Supply Chain Management. Ensuring a well-coordinated and capacitated Supply Chain Management unit.
ASSISTANT DIRECTOR: CORPORATE SERVICES (5 Posts)
Centre: Bernice Samuel; Lydenburg; Matibidi; Middelburg and Waterval Boven Hospitals
Salary: R311 784 p.a. [Level 9] plus benefits
Reference No: MPDoH/Jun/16/39

Requirements: An appropriate Bachelor’s degree / diploma with 3 years’ relevant 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: HUMAN RESOURCE MANAGEMENT
Centre: Ehlanzeni District Office, Nelspruit
Salary: R311 784 p.a. [Level 9] plus benefits
Reference No: MPDoH/Jun/16/40

Requirements: An appropriate Bachelor’s degree / diploma with 3 years’ relevant 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.

Duties: Responsible for the following:- Effective management of the recruitment and selection process as well as maintenance and utilization thereof. Ensure effective implementation of HRM strategies, policies, practices and systems regarding recruitment and selection and monitoring the effectiveness of such implementation.
Establishment and maintain a recruitment and selection information system. Render expert advice and guidance to both subordinates and line managers on the interpretation and application of HRM policies and directives regarding recruitment and selection. Effective management of registry services in the human resource section. Responsible for recruitment advertisements in the department through the use of printed media. Verify qualifications, experience, etc. of candidates. Arrange all aspects of the interviewing process. Draft submissions and cabinet memorandums pertaining appointments of SMS.

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DISPENSING OPTICAL TECHNICIAN
Centre: Tonga Hospital
Reference No: MPDoH/Jun/16/41

POSTS IS WITHDRAWN

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OCCUPATIONAL THERAPIST GR1 (2 posts)
Centre: Mental Health District Specialist Team
Salary: R262 020 – R299 592 p.a. (OSD Requirements)
Reference No: MPDoH/Jun/16/42

Requirements: An appropriate degree in Health Sciences (Occupational Therapy). Current registration with the Health Professional Council of S.A as an Occupational Therapist. Thorough knowledge and understanding of appropriate Legislation and policies related to Occupational Therapy. Good interpersonal skills

Duties: Render an occupational therapy service in allocated area of work that complies with the standards and norms as indicated by Health Policies. Implement sectional and provincial quality assurance measures in own area at work. Implement all aspect of allocated financial management tasks as indicated in sectional guidelines and governmental policies. Participate in the formulation and review of strategic in allocated area of work as required. Participate in continuous professional development of subordinates according to the regulations of the Health Professional Council of South Africa and Government regulations in allocated area of work. Manage allocated human resources, including supervision and performance appraisal, according to the regulations of the Department. Supervise allocated students, preferable only after 6 months in rank, according to the agreement with the tertiary training institution. Contribute to related training needs.

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MEDICAL SOCIAL WORKER (2 posts)
Centre: Mental Health District Specialist Team
Salary: R211 263 – R244 908 p.a. (OSD Requirements)
Reference No: MPDoH/Jun/16/43
**Requirements:** A Degree or Diploma in Social Work. Registration with the SA Council of Social Service Profession. 4 years’ experience in management and supervision. Good verbal and written communication skills. Ability to work under pressure in a team and creatively. Knowledge of Public Service Regulations, PFMA and Treasury Regulations. Computer literacy. Valid driver’s licence

**Duties:** Provide social services to patients facing substantial and challenging medical issues. Provide advice and support to patients and their families. Conduct assessment and care planning. Provide counselling and advocacy for patients. Participate in multidisciplinary teams to improve care of the patients. Implement and maintain relevant Department and National policies and other prescripts.

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**SENIOR STATE ACCOUNTANT: Movable Assets**

*Centre: Ermelo Hospital*  
*Salary: R262 272 p.a. [Level 8] plus benefits*  
*Reference No: MPDoH/Jun/16/44*

**Requirements:** Bachelor degree or National Diploma in Finance with Accounting 3 as a major subject with a minimum of 4 years’ experience in asset management or a senior certificate with accounting and or mathematics as subject with a minimum of 4 years’ experience of managing movable assets and extensive knowledge in asset management. Sound knowledge of the Public Finance Act (PFMA) and National Treasury Regulations. Throughout knowledge of the asset audit system; Willingness to travel and work extended hours; Valid driver’s license. Technical experience and knowledge of asset verification and the LOGIS System; Proven advance knowledge of MS Office especially MS Excel. **Competencies:** Knowledge and experience in asset management and supply chain management in movable assets. Excellent communication skill (verbal and written); Report writing skills; Problem Solving Skills; Team Leader

**Duties:** Handle all donations, disposals and theft and loss cases in the Department; Act as secretariat for the disposal and theft and loss committee; Investigate theft and loss cases reported and compile recommendation to Deputy Director: Movable Asset Management; Ensure that correct accounting principal is followed in reporting theft and losses in the AFS; Compile and maintain donation, disposal and theft and losses register; Follow up on all donations, disposals and theft and loss cases; Recover losses from Security Companies where applicable; Ensure that recommendation from disposal and theft and loss committee is approved and implemented; Develop, implement and monitor controls to reduce and prevent theft and losses and manage disposals. Maintain files with relevant documentation for audit purposes; Attend to audit queries; Handle all disposals in the Department; Act as secretariat for the disposal committee; Record all donations, disposals theft and losses on LOGIS Obtain approval form HOD for disposals and donations; Liaise with Department of Public Works and Roads and Transport. Manage the asset warehouse; Arrange for auctions; Recover losses from Security Companies where applicable and selection process. Create and update leave records.
SENIOR ADMINISTRATIVE OFFICER: Supply Chain Management  
Centre: Ermelo Hospital  
Salary: R262 272 p.a. [Level 8] plus benefits  
Reference No: MPDoH/Jun/16/45

Requirements: Must have mathematics or accounting as a passed subject plus three years relevant experience. 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.

Duties: Ensure proper reconciliation of Pharmaceutical service accounts. Manage and monitor expenditure patterns of the section. Follow up all outstanding invoices on daily basis. Manage virement of funds Render credit control services. Consolidate audit queries and conduct financial inspection. Attend to journalizing of expenditure. Provide management with financial reports.

SENIOR STATE ACCOUNTANT (EXPENDITURE)  
Centre: Ermelo Hospital  
Salary: R262 272 p.a. [Level 8] plus benefits  
Reference No: MPDoH/Jun/16/46


Duties: Ensure timely payment of all suppliers; Ensure aligned expenditure with allocated; Internal Control ; Timely submission of reports – Assets & liabilities , Cash flow & Accruals, Reconciliations; Ensure decrease balances on outstanding supplier statements; Control theft and losses a functional financial information filling and retrieval system; ensure the reconciliation of transversal systems and control accounts.

SENIOR STATE ACCOUNTANT: (SALARIES)  
Centre: Ermelo Hospital
Salary: R262 272 p.a. [Level 8] plus benefits
Reference No: MPDoH/Jun/16/47

Requirements: A B – Degree or equivalent in Accounting, Finance or Economics, 3 years working experience in salary administration or expenditure and accounts, Knowledge of Transversal system applicable in the public sector and must have through knowledge of PERSAL System, ability to work under pressure and meet deadlines, ability to prioritize and solve problems, understanding of PFMA, treasury regulations and other relevant government regulations and policies, understanding of PMDS and Batho Pele Principles.

Duties: Ensure effective management of salary administration, payment of claims, (allowances) and Third Party Claims, monitor and evaluate performance of supervises. Management of institutional payroll.

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STATE ACCOUNTANT: REVENUE
Centre: Ermelo Hospital
Salary: R211 194 p.a. [Level 7] plus benefits
Reference No: MPDoH/Jun/16/48

Requirements: A Bachelor’s degree/ Diploma or equivalent in commerce/Finance or auditing coupled with 2 years’ experience in Finance/Revenue/Debtors/Bookkeeping Management unit or Grade 12 plus 6 years’ experience in Finance/Revenue/Debtors/Bookkeeping Management unit. Knowledge and Skills: Knowledge and practical experience of BAS and PAAB. Knowledge of rules and regulations, PFMA, Treasury Regulations. Division of Revenue Act and other related prescripts. A valid driver’s license. Sound and practical knowledge of Uniform Patient Fee Schedule (UPFS) and its application in health environment. Communication and interpersonal relations skills. Problem solving skills. Report writing skills. Planning and organizing skills. Computer literacy.


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BASIC LIFE SUPPORT: EMS (50 posts)
INTERMEDIATE LIFE SUPPORT (20 posts)
Centre: Various stations in Ehlanzeni, Gert Sibande and Nkangala districts

**ECO**-**B** Salary Grade 1: R117 783 p.a
**ECO-I** Salary Grade 2: R138 750 p.a

Other benefits: 13th cheque, Medical aid (optional), Housing Allowance

Reference No.: MPDoH/May/16/49

**Requirements:** Grade 12 or equivalent qualification. Basic Life Support Qualification (Grade 1) and Intermediate Life Support Qualification (Grade 2). Current registration with the Health Professions council as BLS and ILS. Must be in possession of valid code C1 driver’s license with an unendorsed PDP. Previous working/volunteer experience in any emergency medical services setting will serve as an advantage.

**Duties:** Provide immediate response to pre-hospital emergencies. Render BLS and ILS emergency care to patients. Undertake inter-facility patient transfers and be prepared to work long hours as per the shift requirements. Liaise with the Emergency Communication Center regarding authorization of transfers. Work overtime from time-to-time when required to do so. Undertake cleaning of equipment and vehicles. Work events as an when it is required.

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**ADVANCED LIFE SUPPORT: EMS (26 posts)**

Centre: Various stations in Ehlanzeni, Gert Sibande and Nkangala districts

Salary: 
ECT Gr 1: R170 904
ECT Gr 2: R208 632
ECT Gr 3: R245 766
Paramedic Gr 1: 208 632
Paramedic Gr 2: 260 842
Paramedic Gr 3: 324 660
Paramedic Gr 4: 382 337

Other benefits: 13th cheque, Medical aid (optional), Housing Allowance

Reference No: MPDoH/May/16/50

**Requirements:** Grade 12 or equivalent qualification. Emergency Care Technician Qualification/Critical Care Assistant Certificate / National Diploma in Emergency Medical Care / Bachelor of Technology in Emergency Medical Care. Current registration with the Health Professions council as ECT/Paramedic/ECP. Must be in possession of valid code C1 driver’s license with an unendorsed PDP.

**Duties:** Provide immediate response to pre-hospital emergencies. Render assistance BLS and ILS when requested. Participate in aero medical services including rotor and fixed wing aircraft. Undertake inter-facility patient transfers. Liaise with hospitals regarding authorization of transfers. Oversee ordering and issuing of drugs in accordance with HPCSA protocols. Assist with Quality Assurance and Quality control. Undertake cleaning of equipment and vehicles. Oversee an assist with in-service training. Assist the College of Emergency Care with training and assessments. Provide clinical advice to management from time to time.

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N.B. All applications should be forwarded to:
ATTENTION: Ms. Dolly Khoza @ (013) 766 3087

CLOSING DATE FOR ALL POSTS: Friday, 24 JUNE 2016 (at 16h15 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 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. 
(People with disabilities are requested to apply and indicate such in their application forms)

Application forms 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 4 months.

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

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