PROVINCIAL ADMINISTRATION: MPUMALANGA PROVINCE

DEPARTMENT OF HEALTH

Applications must be delivered to the Provincial Office, Nelspruit.
All applications should be directed to:

The Head of Department
Provincial Office
Department of Health
Private Bag X 11285
MBOMBELA
1200

OR

Hand delivered to:
No 3 Government Boulevard
Riverside Mbombela
1200

For attention: Ms D Khoza

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.

The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served.
CLOSING DATE: FRIDAY, 13 JULY 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

POST: MANAGER: DISEASE SURVEILLANCE
REF NO.: MPDOH/July/18/01
SALARY: R851 463 – 904 719 p.a (OSD) (All Inclusive Salary Package)
CENTRE: Provincial Office - Nelspruit
REQUIREMENTS: A post-graduate degree in health related field or equivalent qualification. Proof of registration with any Health Professional body of South Africa. At least three (3) to five (5) years’ experience in Management Services preferably in communicable disease control and Public Health Disease surveillance related field. An honours 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 and Public Health disease surveillance system. The ability to coordinate 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 Public health surveillance and 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 Mpumalanga Comprehensive Service Plan. Familiar with the drafting and implementation of Annual Performance Plan. Verbal and written communication skills. Driver’s license. Skills: Strong analytical skills and extensive experience in M&E of programmes. Report writing. Good 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: Strengthening surveillance systems, harmonizing the use of inform from various sources, and analyzing and reporting as required. Develop early warning system to detect potential outbreaks. Develop, implement, monitor and evaluate policy guidelines for control of communicable and Public Health disease Surveillance. Facilitate the implementation of the infection control practices and early warning system. Develop protocols and standard operating procedures (SOPs) for epidemic–prone communicable disease and Public Health disease Surveillance. Coordinate the control of disease outbreaks in the province. Able 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 sectors to facilitate the control, monitoring and evaluation system for epidemic-prone communicable diseases. Develop strategic and operational plans for the programme. Prepare to work under pressure

NOTE: Short listed candidates will need to undergo a Competency Assessment.

POST: OPERATIONAL MANAGER SPECIALITY– PAEDIATRICS
REF NO.: MPDOH/July/18/02
CENTRE: Middelburg Hospital
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 9/nine 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 specialty 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: Good verbal and written communication and report writing skills, Leadership, organizational, decision making and problem solving skills. Knowledge of legal frame work and prescripts within the Department of Health. Conflict management and negotiation skills. Knowledge of code of conduct and Labour Relations procedures / processes. Knowledge of Batho-Pele principles and Patient’s Rights Charter.

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 and Financial Management and 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 survive 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.
POST: CHIEF RADIOGRAPHER DIAGNOSTIC Grade 1  
REF NO.: MPDOH/July/18/03  
CENTRE: Bernice Samuel Hospital  
REQUIREMENTS: A three year degree/diploma in Diagnostic Radiography. Current registration with HPCSA as a Diagnostic Radiographer. A minimum of 3 years appropriate experience in Diagnostic Radiographer after registering with HPCSA.  
DUTIES: Provide a 24 hours quality radiographic service. Supervise subordinates and other support personnel in the department. Compliance with Radiation Control legislation. Ensure the implementation of quality assurance and improvement programs. A working knowledge of departmental equipment and fault reporting. Compliance with the National patients Right Character and professional ethics. Promote Batho Pele in execution of all tasks for effective service delivery. Participate in continuous Professional Development as required by HPCSA. Knowledge of National Core standards and Six Key priorities.

POST: PROFESSIONAL NURSE: PN-B1 (Midwife)  
REF NO.: MPDOH/July/18/04  
SALARY: R362 559 – R420 318 p.a. (depending on experience)  
CENTRE: Middelburg Hospital  
REQUIREMENTS: Diploma/Degree in Nursing. Diploma in Midwifery advance Midwifery will be added as advantage. Registered with SANC as a professional Nurse: Midwife. Experience of two years and be currently working in Maternity. Be knowledgeable regarding the present Maternity guidelines including PMTCT.  

POST: PROFESSIONAL NURSE GR1: General (6 POSTS)  
REF NO.: MPDOH/July/18/05  
SALARY: R241 908 – 280 437 p.a. (OSD Requirements)  
CENTRE: Bernice Samuel Hospital  
REQUIREMENTS: Registration with the South African Nursing Council as a General Nurse and Midwife. Ability to work independently. Must be able to work under pressure and manage heavy patient loads. Good verbal and report skills. Good interpersonal skills, commitment and dedication. Ability to implement and manage changes. Valid driver’s license will be a recommendation.  
DUTIES: Provide health care services in the hospital. Help with supervision and performance and evaluation of junior staff members. Implement appropriate measures and systems to ensure quality patient care. Provide nursing care within scope of practice. Ensure the implementation of Patient Rights Charter and Batho Pele principles. Educate staff and patients. Work closely with the community. Provide comprehensive and quality nursing care according to the standards and guidelines. Keep concise and legible records and ensure that nurses do likewise. Manage medication. Adhere to Batho Pele Principles and Patient Rights Charter.
POST: CHIEF ADMINISTRATIVE OFFICER: AUXILIARY SERVICES
REF NO.: MPDOH/July/18/06
SALARY: R299 708 p.a. [Level 8]
CENTRE: Witbank Hospital
REQUIREMENTS: Grade 12 with at least three to five years’ experience or a recognised degree or diploma. Knowledge of applicable prescripts and regulations governing public service. Hard worker. Computer literacy. Inter-personal relations. Ability to work independently. Good verbal and written communication skills. Good interpersonal relations. Ability to work under pressure.
DUTIES: Implement policies and processes on office support services. Facilitate and render general office support service (cleaning, gardening Porters and Mortuary). Monitor housekeeping services. Monitor food services. Monitor laundry services

POST: DENTAL ASSISTANT
REF NO.: MPDOH/July/18/07
SALARY: R158 595 – 181 332 p.a. (OSD Requirements depending on experience
CENTRE: Bernice Samuel Hospital
REQUIREMENTS: Grade 12 or equivalent. Understanding of the Oral Health environment. Experience in oral health services will be an added advantage. Ability to do physical labour, Ability to liaise with all stakeholders and other team players.
DUTIES: Assist in the daily functioning of the Oral Health department. Register patients and keep record of services provided to patients on daily basis. Maintain records of QA tests and inspections conducted in the section.

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