DEPARTMENT OF HEALTH

“SIYANAKEKELA”

The following posts of Senior Management are vacant and funded. The Department is inviting competent and suitably qualified candidates to apply.

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DIRECTOR: EMERGENCY MEDICAL SERVICES, PLANNED PATIENT TRANSPORT SERVICES AND DISASTER MANAGEMENT
CENTRE: Provincial Office, Nelspruit
SALARY: R1 005 063 – R1 183 932 per annum Level 13. 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.
REFERENCE NO: MPDOH/NOV/18/33

REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognised by SAQA and Critical Care Assistant Programme (CCA) or Recognised National Diploma or B Tech Degree that allows registration with Health Professions’ Council of South Africa. Five (5) years’ relevant experience at middle / senior managerial level in the public sector or 20 years after registration as a Paramedic or as ECP. A post graduate qualification will be an added advantage. The successful candidate must have: Sound knowledge of relevant legislations & policies, Knowledge in terms of interpretation of relevant and related legislations, Knowledge of service delivery policy, Knowledge of structure & functioning of Government, Awareness and understanding of cultural climate within the Public Service, Awareness & understanding of service delivery environment, Knowledge of Financial Management, project management, Team development and problem solving skills, Problem solving, decision making and public participation skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid driver’s license.

DUTIES: The successful candidate will be required to provide strategic leadership for the implementation of quality Emergency Medical Services, Planned Patient Transport, Disaster management and Rescue Services for the province. Coordinate, manage and strengthen monitoring and evaluation systems of EMS. Facilitate implementation of an integrated information system for the EMS Communication Centres. Facilitate disaster management awareness, preparedness and capacity building and disaster management emergency responses.
Establish and maintain communication links between all spheres of government. Ensure proper management of assets within the directorate. Develop internal control systems for efficient management of resources within the directorate. Ensure training of EMS personnel at various levels and categories. Develop Strategic and Operational plans in line with the national and provincial priorities. Improve and strengthen provision of emergency medical services and planned patient transport in the province. Overseen implementation of national and provincial policies. Facilitate volunteerism at all spheres of government. Facilitate disaster management emergency responses.

SENIOR MANAGER: PHARMACEUTICAL SERVICES
CENTRE: Provincial Office, Nelspruit

SALARY: R1 257 033 p.a. [OSD Notch] 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/NOV/18/34

REQUIREMENTS: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC. Degree in Pharm/ BSc. Pharm / B. Pharm. 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 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 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 pharmaceutical depot and the hospitals. 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). Ensure proper selection and procurement of drugs and surgical items in the depot. Ensure rational use of drugs. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Administrative duties and record keeping, including stock control and assisting with budget. Attendance and feedback of allocated meetings. Supervision of junior staff.
DIRECTOR: ACCOUNTING SERVICES
CENTRE: Provincial Office, Nelspruit

SALARY: R1 005 063 per annum Level 13. 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.

N.B. Preference would be given to applicants who will address a gender balance

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

REFERENCE NO: MPDOH/NOV/18/35

REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognised by SAQA in Accounting or Financial Management. At least 5 years’ experience at a Middle management level. A recognized bachelor’s degree or equivalent qualification majoring in Accounting or Auditing. It is essential that the applicants have extensive work experience in expenditure management and leading audit assignments. Understanding of the provincial government financial environment as well as at least three years’ (3) middle managerial experience in the field of financial management coupled with the ability to communicate and prepare reports that can be used for decision making at all levels. Applicants must further possess budgeting skills and must have clear understanding of the following legislative framework: Medium Term Expenditure Framework (MTEF), Treasury Regulations, Public Finance Management Act (PFMA), and Preferential Procurement Policy Framework Act (PPPFA), Supply Chain Management prescripts and Generally Recognized Accounting Practice (GRAP) as well as a clear understanding of procurement regulations. Candidates must also have a sound knowledge of Basic Accounting System (BAS), Personnel Salary System (PERSAL) and LOGIS. Proven ability to work in a highly pressurized environment, with attention to detail. Ability to keep abreast of development in the sector, research, analysis and interpret data to influence decisions and opinions. A high level of planning skills as well as the accounting skills in order to prepare financial reports. Ability to develop strategic plans and align them to the budget. Ability to use spreadsheet and word processing packages. Conversant with all prescripts regarding financial administration.

DUTIES: Ensure the development of accounting practices that will promote effective and efficient capturing of revenue, expenditure, assets and liabilities movements/accountability (REAL). Ensure expenditure is only incurred in accordance with the purpose approved in a vote. Ensure payments to suppliers are made within thirty days of receiving an invoice or claim unless otherwise specified in a contract. Ensure that creditors are reconciled on a monthly basis and timeous clearance of suspense accounts and audit findings. Render effective departmental system control on BAS. Ensure effective management of salaries and rebates. Conduct a monthly analysis of the expenditure patterns of the various programmes and make recommendations where necessary. Ensure that responsibilities and objectives as reflected on BAS are aligned to LOGIS. Ensure integrity of financial information and alignment to financial systems. Develop and implement financial and associated governmental norms and standards to enhance performance oriented finance results and accountability in the department.

Note: Recommended candidates will be subjected to competency assessment
N.B. The Department reserves the right to withdraw the post(s) if by doing so the interest of the Department will be best served.

All applications to be sent to:

Head of Department
Department of Health
Private Bag X 11285
NELSPRUIT
1200
For attention: Ms. D P Khoza

All enquiries to be directed to: Ms. M G Mokone (013 766 3340) or Mr. M E Makokoropo (013 766 338)

CLOSING DATE FOR OTHER POSTS: FRIDAY, 07 DECEMBER 2018 (at 14h15 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 4 months after the closing date must consider their applications as having been unsuccessful. In line with the vetting strategy of the Public Service, personal details of applicants will be verified during the selection process.