“SIYANAKEKELA”

DEPUTY DIRECTOR GENERAL: CLINICAL SERVICES
Centre: Provincial Office, Nelspruit
Salary: R1299 501 p.a. [Level 15] all inclusive SMS package that must be structured according to the SMS dispensation. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement.
Reference No.: MPDoH/Aug/16/01
{N.B. Please note that this post is readvertised. Officials who applied before are advised to re-apply}

Requirements: A Master’s Degree or an NQF 8 qualification as recognized by SAQA coupled with 8 to 10 years relevant experience at Senior management level. Registration with Council of South Africa as a Practitioner. A post graduate diploma in the field of Public health will be an added advantage. Sound knowledge of relevant legislation. Skills: strategic thinker. Leadership ability. Change management skills. Goal oriented. Service delivery. Innovation skills. Financial and human capital management skills. Co-ordination, strong professional and administrative skills.

Duties: Develop policy for tertiary and secondary health services and monitor and evaluate the implementation thereof. Manage and coordinate strategic health programmes. Develop policy for primary health care and monitor and evaluate the implementation thereof. Ensure the provision of health services at districts. Establish and manage strategic partnerships with relevant stakeholders. Provide strategic administrative leadership to the department. Drive planning and implementation processes of the provincial government mandates. Ensure that the compliance with the Public Finance Management Act of 1999 and Treasury Regulations. Ensure effective and efficient management of human resources of the department in accordance with the public service Act and its regulations. Manage the performance of service delivery of the department. Lead; build teams and co-ordinate overall legal, policy and financial compliance. Will assist with structures and policies to facilitate the management of the department in line with the Vision and mission of the department. Will be responsible for the following Chief Directorates: Hospital Services; Strategic Health Programmes and District Offices
CHIEF EXECUTIVE OFFICER
(Centre: Witbank Hospital (Nkangala District)
Salary: R1 068 564 p.a. [Level 14] all inclusive SMS package that must be structured according to the SMS dispensation. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement.
Reference No.: MPDoH/Aug/16/02
{N.B. Please note that this post is readvertised. Officials who applied before are advised to re-apply}

Requirements: A Degree / Advanced Diploma in a health related field. Degree / Diploma in Health Management or a Degree / Advanced Diploma in a Management field or NQF Level 7 qualification as recognised by SAQA. At least five (5) years management experience in the health sector (at least at senior management level). 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.

NOTE: Successful candidates will undergo a competency assessment

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CHIEF DIRECTOR: INFRASTRUCTURE DEVELOPMENT
Centre: Provincial Office, Nelspruit
Salary: R1 068 564 p.a. [Level 14] all inclusive SMS package that must be structured according to the SMS dispensation. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement.

Reference No.: MPDoH/Aug/16/03
{N.B. Please note that this post is readvertised. Officials who applied before are advised to re-apply}

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

Duties: Oversee the Department's infrastructure programme. Manage the planning and implementation of the infrastructure programme. Manage the implementation of the Hospital Revitalisation Programme. Ensure successful implementation and maintenance of the Infrastructure Delivery Improvement Programme (IDIP) initiative. Establish and maintain an effective programme planning, reporting, monitoring and evaluation system. Ensure compliance with all relevant statutory requirements. Manage personnel and other administrative functions. Establish and maintain effective relationships with Implementing Agents and other stakeholders.
MEDICAL SPECIALIST GRADE I (3 Posts)  
(RADIOLOGY, PSYCHIATRY AND OBSTETRICS & GYNAECOLOGY)  
(Joint posts with the University of Pretoria)  
Centre: Witbank Hospital (Nkangala District)  
Salary: R924 378 – R981 093 p.a. (all inclusive packages plus commuted overtime)  
Reference No.: MPDoH/Aug/16/04

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.

DIRECTOR: HOSPITAL SERVICES (2 Posts)  
Centre: Gert Sibande District; Nkangala District  
Salary: R898 743 p.a. [Level 13] all inclusive SMS package that must be structured according to the SMS dispensation. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement.  
Reference No: MPDoH/Aug/16/05

Requirements: A tertiary qualification, preferably in Health Sciences or NQF Level 7 qualification as recognised by SAQA and at least five (5) years relevant experience in the public health service. A Master’s Degree in Public Health and a postgraduate Management qualification will be an added advantage. Knowledge, skills, and competencies: Sound knowledge of and experience in health services delivery at hospital level within the District Health System in line with relevant legislation and policies. Strategic capabilities and leadership, financial management, project.

**Duties:** Manage and facilitate the provision of hospital services in the District. Facilitate the implementation of provincial Health Policies. Manage and coordinate Hospital Organisation and Community Health Services. Coordinate and facilitate the intra and inter district referral system.

**Note:** The recommended candidates will be subjected to a competency assessment.

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**CHIEF EXECUTIVE OFFICER**

Centre: Tintswalo Hospital (Ehlanzeni District)

Salary: R898 743 p.a. [Level 13] all inclusive SMS package that must be structured according to the SMS dispensation. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement.

Reference No.: MPDoH/Aug/16/06

**Requirements:** A Degree / Advanced Diploma in a health related field or NQF Level 7 qualification as recognised by SAQA. 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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DIRECTOR: LEGAL SERVICES
Centre: Provincial Office, Nelspruit
Salary: R898 743 p.a. [Level 13] all inclusive SMS package that must be structured according to the SMS dispensation. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement.

Reference No: MPDoH/Aug/16/07

Requirements: Candidates should hold a LLB or 3 year tertiary qualification or NQF Level 7 qualification as recognised by SAQA coupled with 5 years management experience as well as project management experience. LLM and/or Admission as an attorney/advocate will be an added advantage. Strategic capabilities and leadership, financial management, project management, problem-solving and analysis skills. Change management. Good negotiating, decision-making, inter-personal and time management skills. Computer literacy. Conflict management, client orientation and customer focus. A pro-active thinker with excellent decision making skills. Ability to communicate and implement strategic objectives within an overall provincial framework. Possession of a valid Code B driver’s licence.
Duties: Manage and lead Team by managing the implementation of the Sub-Units’ Operational Plans Performance management. Meeting and Communicating the Delivery tracking, contingency planning and status reporting. Manage staff development. Manage the monitoring of attendance, staff conduct and discipline. Manage Service Level Agreements. Management of litigation by and against the Department. Coordinate and administer litigation cases. Develop a litigation database. Develop a litigation management framework. Provide advice in respect of litigation. Ensure uniformity in the management and administration of contracts. Develop contract management policies and processes. Draft and review contracts. Advise on implications of contractual obligations. Provide sound legal advice/opinion to the Head of Department as well as the MEC.

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DIRECTOR: TB CONTROL
Centre: Provincial Office, Nelspruit
Salary: R898 743 p.a. [Level 13] all inclusive SMS package that must be structured according to the SMS dispensation. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement.
Reference No: MPDoH/Aug/16/08

Requirements: Appropriate recognized Bachelor’s Degree or NQF Level 7 qualification as recognised by SAQA equivalent qualification, preferably in Public Health. At least 5 years’ experience in the HIV and Aids, and TB management. Must have at least three years’ experience at Middle Management level. Must possess extensive leadership skills, Strategic capability, Financial Management, Programme and Project Management, Service Delivery Innovation, Communication (written and verbal) skills, People Management and Empowerment, Problem Solving and Analysis, Stakeholder Management, Customer Service, Knowledge Management and Research. Knowledge and understanding of Primary health Care and District Health System, Key Health Policies and National Health Programmes including HIV and Aids, STI and TB, and relevant government policies and prescripts. Must have code 08 Drivers License

Duties: Provide strategic leadership to the TB Directorate. Coordinate the implementation of policies and activities for effective TB control. Formulate policies and develop norms and standards for the in-patient care unit of the TB Control Programme. Collaborate, Monitor and evaluate Laboratory, pharmaceutical and other service providers for inpatient care and DR-TB activities. Develop inpatient care and infection control strategies and protocols for the hospitals. Monitor and evaluate all hospital TB indicators and the EDR web. Ensure that infection control measures and guidelines are implemented. Render efficient and effective management of ETR.Net and EDR web systems. Plan and coordinate to ensure effective and efficient capacity building on TB management. Strengthen the implementation of the DOTS strategy including TB/HIV collaboration. Develop guidelines for the implementation of the DOTS strategy. Coordinate the
implementation of the DOTS strategy in the Province. Facilitate capacity building and support to PHC facilities and all Stakeholders in TB Control. Monitoring and Evaluation of all components of the STOP TB strategy. Collaborate with District management teams in planning and the implementation of the DOTS strategy. Strengthen the integration of TB services into the PHC package services. Ensure effective integration of TB programme at provincial, district, sub district and facility level. Financial management for the programme.

CHIEF EXECUTIVE OFFICER (2 POSTS)
Centres: KwaMhlanga Hospital (Nkangala District);
   Barberton TB Hospital (Ehlanzeni District)
Salary: R630 822 p.a. [Level 12] all inclusive MMS package that must be structured according to the MMS dispensation. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement.
Reference No: MPDoH/Aug/16/09

Requirements: A degree/advanced diploma in a health related field, registration with relevant Professional Council PLUS a Degree/diploma in health management. At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver’s licence (Code 08). Proof of current work experience endorsed and stamp by HR must be attached. Recommendations: A degree/diploma in a management field will be an added advantage.

Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership programme and project management, financial management, change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

Duties: To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance
with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance.

**Procurement and Management of Equipment and Supplies:** Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods are and services are procured in a cost effective timely manner. **Clinical and Corporate Governance:** Oversee clinical governance to ensure high standards of patient 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.

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

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**REGISTRAR (MEDICAL) (2 Posts)**
**(OBSTETRICS AND GYNAECOLOGY AND PAEDIATRICS)**
[Joint posts with the University of Pretoria]
Centre: Witbank Hospital (Nkangala District)
Salary: R686 322 – R717 672 p.a. (all inclusive remuneration package plus Commuted Overtime)
Reference No.: MPDoH/Aug/16/10

**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.


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PHARMACIST SUPERVISOR Gr 1 (2 POSTS)

Centre: Gert Sibande District: Carolina Hospital &
Ehlanzeni District: Tonga Hospital
Salary: R686 322 – 728 436 p.a. (inclusive package consist of 70 % and 30 %
flexible portion that may be structured in terms of applicable rules) plus 12 %
rural allowance.
Reference No: MPDoH/Aug/16/11

Requirements: A bachelor of Pharmacy degree and current registration with South
African Pharmacy Council as a Pharmacist. At least five (5) years’ experience after
registration with the SAPC as a Pharmacist. Computer literacy. A valid driver’s
license.
Duties: Ensure proper selection and procurement of drugs and surgical items for
hospital. Ensure rational use of drugs. Develop a hospital medicine formulary.
Perform stock control functions. Comply with requirements for good Pharmacy
Practice and the scope of practice for a pharmacist as laid down by SA Pharmacy
Council. Ensure an accurate, efficient and cost effective pharmaceutical service
including inpatient and outpatient dispensing, stock acquisition and control, ARV
rollout and pre-dispensing to clinics. Maintain accurate and appropriate patient
record in line with legal requirement. Retrieve, interpret, evaluate and supply
information regarding the nature and use of medicines, diseases status and health
care. Deputize for the Assistant Manager when required. Direct supervision of
pharmacists, community service pharmacist, intern pharmacist and pharmacist
assistants and provide performance reports. Provide necessary orientation,
training, discipline and monitoring of all staff and provide job description when required.
Promote Batho Pele principles in the execution of duties for effective service
delivery. Be able to manage conflict and apply discipline. Manage and co-ordinate
productivity and be part of an interactive and multidisciplinary team.

DEPUTY DIRECTOR: BUDGETING

Centre: Provincial Office, Nelspruit
Salary: R612 822 p.a. [Level 11] – all inclusive MMS package that must be
structured according to the MMS dispensation. The recommended candidates
will be subjected to a competency assessment. The successful candidate must
sign a performance agreement.
Reference No.: MPDoH/Aug/16/12

Requirements: 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:** Confirm availability of funds before goods and services are procured. Ensure correct SCOA allocations are used on payment packs. Checking monthly document control reports. Ensure all processed documents are audit compliant. Costing of operational budget requirements needs of Region within actual expenditure trend. Balancing of final budget allocation on BAS. Request budget/expenditure input to quarterly reviews. Request budgetary needs of offices (Annual budget and MTEF). Identify erroneous allocations and authorize journal entries. Alert District Manager to over and under expenditure trends. Monthly checking of Regional Office control reports. Tracing of incorrect allocation captured by sub offices. Monitoring of key cost drivers. Complete accurate and updated report as per prescribed time frames. Provide training to finance functionaries in the Region.

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

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**DEPUTY DIRECTOR:** **FINANCE** (2 POSTS)
Centre: Witbank Hospital (Nkangala District);
Shongwe Hospital (Ehlanzeni District)
Salary: R612 822 p.a. [Level 11] – all inclusive MMS package that must be structured according to the MMS dispensation. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement.
Reference No.: MPDoH/Aug/16/13


**Duties:** Financial data analyses and validations regarding programmes, projects, reporting and monitoring. Financial administration for all Programmes and Projects. Budget administration within hospital. Compliance to the financial and SCM policies and prescripts in the Hospital. Establish and maintain a document management system for all financial documentation that complies with requirements of the Auditor General. Effective and efficient resources management.

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**DEPUTY DIRECTOR: CORPORATE MANAGER**

Centre: Rob Ferreira Hospital (Ehlanzeni District)

Salary: R612 822 p.a. [Level 11] – all inclusive MMS package that must be structured according to the MMS dispensation. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement.

Reference No.: MPDoH/Aug/16/14


**Duties:** Effectively and efficiently run the Corporate Services within the hospital and give full support to other services and programmes in the hospital. Ensure that the targets are achieved. Effectively manage and develop human resources, including sound employment relations. Support Employee Assistance Programme, departmental health information and communication technology functions in the hospital. Exercise and regulate, control over institutional activities. Monitor implementation of the plans. Represent the hospital in various forums at the district level and report to senior structures of the hospital. Provide sub-ordinates 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 utilisation of financial and physical resources. Be responsible for the supervision and evaluation of the staff performance. Manage the office budget. Co-ordinate proper staffing of the facilities in the hospital.

**Note:** Two interviewed candidates will undergo a competency assessment.

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**PHARMACIST GR 1 (3 POSTS)**

Centre: Gert Sibande District; Evander Hospital; Ehlanezi District: Matikwana Hospital; Thulamahashe Clinic

Salary: R574 041 – 609 267 p.a. [OSD requirements depending on years of experience]

Reference No.: MPDoH/Aug/16/15
**Requirements:** Pharmacy Degree or equivalent qualification. Current registration with the SA Pharmacy Council. Conversant with current Pharmaceutical and related legislation. Five (5) years appropriate experience gained after registration. Core competencies recommended. Commitment to quality development of self and others. Computer literacy, good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills.

**Duties:** Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train Pharmacy Support Staff, Interns, Community Servers and Junior Pharmacist.

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**AREA MANAGER: NURSING (PN-A7)**
Centre: Elsie Ballot Hospital (Gert Sibande District)
Salary: R465 939 – 540 147 p.a. in line with OSD requirements
[OSD requirements depending on years of experience]
Reference No.: MPDoH/Aug/16/16

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

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

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OPERATIONAL MANAGER (PHC) (26 Posts)
Centre: Ehlanzeni District: Mgobodzi CHC; Glory Hill Clinic; Justicia Clinic; Makoko Clinic; Hluvukani CHC; White River Clinic
Nkangala District: Kwaggafontein CHC; Tweefontein G CHC; Tweefontein M CHC; Thembalethu CHC; Phola CHC; Middelburg Gate Clinic; Allemandsrift CHC; Marapyan CHC; Leefeontain CHC; De Beersput Clinic; Wolverkraal Clinic; Greenside CHC; Senzangakhona CHC;
Gert Sibande District: Nhlaatshe 6 Clinic; Nthoroane CHC; KwaNgema CHC; Driefontein CHC; Sakhile Clinic; Siyathemba CHC; Kroomdraai Clinic
Salary: R465 939 – 524 415 p.a. [OSD requirements depending on years of experience]
Reference No.: MPDoH/Aug/16/17

Requirements: Basic R425 qualification i.e. Diploma/ Degree in Nursing. A Diploma in Clinical Assessment, treatment and Care or Community Health Nursing Science. Registration with the South African Nursing Council. Minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant speciality. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial policies and practices. Must have the following skills; Good interpersonal skills, planning and Organizational skills, good written and communication skills, Problem solving and analytical skills. Computer literacy. Valid driver's licence.

Duties: Manage and provide PHC facility supervisory duties in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.

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OPERATIONAL MANAGER (PN-B3) (3 Posts)
Centre: Gert Sibande District: Evander Hospital (Theatre, Paeds and Casualty)
Salary: R465 939 – 524 415 p.a. [OSD requirements depending on years of experience]
Reference No.: MPDoH/Aug/16/18

**Requirements:** Basic qualifications accredited with the SANC in terms of Government Notice R425 (diploma/degree in Surgical, operating theater and nursing science. Registration with SANC as an Operating theatre nurse. A minimum of 9 years appropriate and recognizable experience in nursing after registration with SANC. (Proof of service record to be attached) current practice license with SANC. Good supervisory and leadership skills.

**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 resources. Manage the budget according to the PFMA. Participate in analysis and implementation of nursing Guidelines and practice, standards and procedures. Manage performance appraisals for staff members. Supervise the training and development of learners and personnel. Manage CSSD section.

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**LECTURER (PN-D2)**

Centre: Mpumalanga College of Nursing (Ehlanzeni District)

Salary: R390 216 – 509 148 p.a. [OSD requirements depending on years of experience]

Reference No.: MPDoH/Aug/16/19

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

**Duties:** Integrate health priority programmes in the curriculum. Provide education and training to student nurses. Co-ordinate clinical learning exposure to students between College and Clinical area. Support the mission and promote the image of the college. Implement assessment strategies to determine learners’ competencies. Exercise control over learners. Plan and prepare for facilitation of learners in both theories and practical. Manage learners record. Be responsible for clinical accompaniment, counseling and support of learners.

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**OPERATIONAL MANAGER (PN-A5) (4 Posts)**

Centre: Gert Sibande District: Ermelo Hospital (Wellness); Evander Hospital (Medical Ward)

Ehlanzeni District: Barberton TB Hospital (ARV Clinic); Barberton TB Hospital (General)

Salary: R367 815 – 413 976 p.a. [OSD requirements depending on years of experience]
Reference No.: MPDoH/Aug/16/20

Requirements: Basic qualifications accredited with the SANC in terms of Government Notice R425 (diploma/degree in nursing). Registration with SANC as a Professional nurse. A minimum of 9 years appropriate and recognizable experience in nursing after registration with SANC. Sound knowledge of TB, HIV and Aids. (Proof of service record to be attached).  
Good supervisory and leadership skills. Report writing abilities, financial management skill, empathy and counselling skills. 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.

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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MEDICAL SOCIAL WORKER - GR 1
Centre: Standerton T B Hospital
Salary: R211 263 – 244 908 p.a. [OSD requirements depending on years of experience]
Reference No.: MPDoH/Aug/16/21

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 license

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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N.B. The application for the following posts and those whose Centres are indicated as Provincial Office should be sent to:

The Head of Department
Department of Health
Mpumalanga Province
Private Bag X 11285
NELSPRUIT
1200

- Deputy Director General: Clinical Services [MPDOH/Aug/16/01]
- Chief Executive Officer: Witbank Hospital [MPDOH/Aug/16/02]
- Chief Director: Infrastructure Management [MPDOH/Aug/16/03]
- Medical Specialist: Witbank Hospital [MPDOH/Aug/16/04]
- Director: Hospital Services Nkangala District & Gert Sibande District [MPDOH/Aug/16/05]
- Chief Executive Officer: Tintswalo Hospital [MPDOH/Aug/16/06]
- Director: Legal Services [MPDOH/Aug/16/07]
- Director: TB Control: Provincial Office, Nelspruit [MPDOH/Aug/16/08]
- Chief Executive Officer: KwaMhlanga & Barberton TB Hospitals [MPDOH/Aug/16/09]
- Registrars: Witbank Hospital [MPDOH/Aug/16/10]
- Deputy Director: Budgeting [MPDOH/Aug/16/12]
- Deputy Director: Finance [MPDOH/Aug/16/13]
- Deputy Director: Corporate Services [MPDOH/Aug/16/14]
- Lecturer: Mpumalanga College of Nursing [MPDOH/Aug/16/19]

ATTENTION: MS. DOLLY KHOZA @ (013) 766 3087

Applications for posts whose centre are indicated as areas in **Ehlanzeni District** should be sent to:

The District Manager
Ehlanzeni Health District
Mpumalanga Province
Private Bag X 11 278
NELSPRUIT
1200

FOR ATTENTION: MR. ISAAC ZITHA @ Telephone Number 013 755 5100

Applications for posts whose centre are indicated as areas in **Nkangala District** should be sent to:

The District Manager
Nkangala Health District
Mpumalanga Province
Private Bag X 7296
EMALAHLENI
1035
Applications for posts whose centre are indicated as areas in Gert Sibande District to be sent to:

The District Manager
Gert Sibande Health District
Mpumalanga Province
P. O. Box 9028
ERMELO
2350

FOR ATTENTION: MR. DAN MTHETHWA @ Telephone No: (017) 811 1643

CLOSING DATE FOR ALL POSTS: Friday, 02 SEPTEMBER 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.