SENIOR CLINICAL MANAGER (MEDICAL) GRADE 1  
CENTRE: TINTSWALO HOSPITAL  
SALARY: R1 362 366 - R1 467 651 p.a. (70/30 SPLIT INCLUSIVE REMUNERATION PACKAGE AND COMMUTED OVERTIME)  
REFERENCE NO.: MPDOH/JAN/20/01  
N.B. Shortlisted candidates will be subjected to present on the relevant Case Study.  

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 10 years’ experience after registration as Medical Officer. Sound clinical knowledge of PFMA, Public service legislations, regulations and policies. Skills: Communication skills, Problem solving skills, Decision making skills and Presentation skills. Good Valid driver’s licence and computer literacy. Be able to work under pressure.  

DUTIES: Supervise and Manage clinical, medical, dental and pharmaceutical 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.  

ENQUIRIES: Mr. I Zitha Tel No: 013 755 5100  
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200  
FOR ATTENTION: Ms. Innocent Mthombeni Tel No: (013 7555 100)  

******************************************************************************  

CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT& DEVELOPMENT  
CENTRE: PROVINCIAL OFFICE, NELSPRUIT  
REFERENCE NO.: MPDoH/Jan/20/02  
N.B. Shortlisted candidates will be subjected to present on the relevant Case Study.  

REQUIREMENTS: Bachelor’s Degree in Human Resources Management or Public Administration or Business Administration or Human Sciences or any other equivalent qualifications and Five (5) years’ experience as a Senior Manager in a Human Resources Management and Development environment. A post graduate-Diploma in Human Resources Management or Public Administration or Business Administration or Human Sciences will be an added advantage.
Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes; policy analysis, policy development and policy implementation and review processes. Modern systems of governance and administration. Strong conceptual and formulation skills, Strong leadership skills with specific reference to the ability to display thought leadership in complex applications, team building and strong interpersonal skills. Excellent verbal and written communication skills. Outstanding planning, organizing and people management skills. Computer literacy skills. Project management skills. Problem solving skills. A highly developed interpretive and conceptualization / formulation ability. The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances. Ability to persuade and influence on decisions to be made. A valid driver's license, Code EB.

**DUTIES:** To provide strategic management consulting and support services with respect to Human Resources and Career Management in the Provision of strategic management, support services with regards to Organisational and Employee Wellness; Provision of management support services with regards to HRM Strategy, HR Planning and HRM Policy Services; Provision of management support services with regards to HR Practices and Information Management; Coordination and Provision of strategic support in the management of Labour Relations; Provision of technical and management support with regards to Performance Management. Serve as a Chief Negotiator in the Chamber.

**N.B. Shortlisted candidates will be subjected to present on the relevant Case Study.**

**ENQUIRIES:** Ms Glory Mokone Tel No: (013) 766 3340

**APPLICATIONS:** The Head of Department; Provincial Officer; Private Bag X11285; Mbombela, 1200, or Hand delivered to:
Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

**FOR ATTENTION:** Mr. Goodness Vilakazi

****************************************************************************************************

**CLINICAL MANAGER: GRADE 1 (2 POSTS)**

**SALARY:** R1 173 900 – R1 302 849 p.a. [OSD requirements depending on qualifications and experience]

**CENTRE:** CAROLINA HOSPITAL; AMAJUBA MEMORIAL HOSPITAL (GERT SIBANDE DISTRICT)

**REFERENCE NO.:** MPDoH/Jan/20/03

**REQUIREMENTS:** Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Post-graduate medical qualification will be an added advantage. Registration as a Medical Practitioner (Independent Practice) with the HPCSA (Internship and Community Service excluded). 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 regulations and policies.
DUTIES: Provide services as the Clinical Manager in the hospital. Manage resources, including human resources. Co-ordinate and supervise the teaching of community servers and junior doctors in the hospital. Organize CPD sessions in the unit. Manage the out-patient clinic in the unit. Participate in quality improvement plans in the hospital. Perform after-hour duties. Ensure that medical staff also comply with PMDS and are evaluated quarterly.

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building)

FOR ATTENTION: Mr. M A Dhladhla

********************************************************************************************

MEDICAL SPECIALIST GRADE 1 – 3 (SURGERY)

SALARY: R1 106 040 – R1 173 900 p.a. (salary determination depending on experience in terms of relevant OSD)

CENTRE: ROB FERREIRA HOSPITAL (EHLANZENI DISTRICT)

REFERENCE NO.: MPDoH/Jan/20/04

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in General Surgery specialty and proof of current registration. Grade 1: No experience. Grade 2: A minimum of 5 years’ appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal Specialty. Grade 3: A minimum of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a normal Specialty.

DUTIES: The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care. Supervise all junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g. Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits and where necessary quality improvement plans. Ensure compliance to the National Core Standards within the department/ institution. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities.

ENQUIRIES: Mr. I Zitha Tel No: 013 755 5100
APPLICATIONS: The District Manager; Ehlanzeni District Office; Private Bag X 11278; Mbombela, 1200 or Hand delivered to: 66 Anderson Street, Mbombela, 1200

FOR ATTENTION: Ms. Innocent Mthombeni Tel No: (013 7555 100)

******************************************************************************************
MEDICAL OFFICER Grade 3

SALARY: R1 089 693 – R1 362 366 p.a. [OSD requirements depending on qualifications and experience]

CENTRE: MMAMETLHAKE HOSPITAL (NKANGALA DISTRICT)

REFERENCE NO.: MPDoH/Jan/20/05

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Post-graduate medical qualification will be an added advantage. A minimum of 10 years appropriate experience after registration as a Medical Practitioner (Independent Practice) with the HPCSA (Internship and Community Service excluded). 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 regulations and policies.

DUTIES: Provide services as the Clinical Manager in the hospital. Manage resources, including human resources. Co-ordinate and supervise the teaching of community servers and junior doctors in the hospital. Organize CPD sessions in the unit. Manage the out-patient clinic in the unit. Participate in quality improvement plans in the hospital. Perform after-hour duties. Ensure that medical staff also comply with PMDS and are evaluated quarterly.

ENQUIRIES: Ms Glory Mokone Tel No: (013) 766 3340
APPLICATIONS: The Head of Department; Provincial Officer; Private Bag X 11285; Mbombela, 1200 or Hand delivered to: Indwe Building, Government Boulevard, Riverside Park, Ext 2, Mbombela, 1200.

FOR ATTENTION: Mr. Goodness Vilakazi

N.B. Shortlisted candidates will be subjected to present on the relevant Case Study.

******************************************************************************

DIRECTOR: HUMAN RESOURCE PRACTICES & ADMINISTRATION (RE-ADVERTISEMENT)

SALARY: R1 057 326 p.a. (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. The recommended candidates will be subjected to a competency assessment.

CENTRE: PROVINCIAL OFFICE, NELSPRUIT

REFERENCE NO: MPDoH/Jan/20/06

N.B. Shortlisted candidates will be subjected to present on the relevant Case Study.

**DUTIES:** Determine and evaluate proper implementation of Human Resource Management strategies and policies to meet the Departmental Mandate. Identify and manage risk factors and indicators pertaining to the achievement of the Directorate’s strategic goals. Develop the Directorate’s Operational Plan in support of the Department’s Strategic Plan Document and ensure that the assigned projects are delivered on time, within costs and required quality. Manage financial and other resources allocated to the Directorate. Advise and assist other managers on Human Resource Management practices and policy matters. HR Functions. Ensure that recruitment is well executed to ensure that the Department is correctly staffed with the right number of personnel with skills relevant to the service delivery needs. Participate in the development and administration of the personnel services budget. Assist the Department in designing a proper organisational structure, role of divisions, work units and post classifications. Assist in the proper implementation and monitoring of the Performance Management and Development Processes in line with the Provincial PMDS Policy. Manage employee health and wellness, employee compensation, service benefits and allowances and training and development of the personnel in the Department. Offer strategic support in the management and maintenance of Human Resource Information Systems.

**N.B. Shortlisted candidates will be subjected to present on the relevant Case Study.**

**********************************************************************************

**DIRECTOR: HOSPITAL SERVICES**

**SALARY:** R1 057 326 p.a. [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. The recommended candidates will be subjected to a competency assessment.

**CENTRE:** GERT SIBANDE DISTRICT, ERMELO

**REFERENCE NO.: MPDoH/Jan/20/07**

**N.B. Shortlisted candidates will be subjected to present on the relevant Case Study.**

**REQUIREMENTS:** A tertiary qualification, preferably in Health Sciences 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 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 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.
N.B. Shortlisted candidates will be subjected to present on the relevant Case Study.

********************************************************************************************

SENIOR MANAGER: PHARMACEUTICAL SERVICES
CENTRE: PROVINCIAL OFFICE, NELSRUIT
SALARY: R1 322 400 p.a. [Level 13] OSD all-inclusive salary package that must be structured according to the SMS dispensation. The successful candidate must sign a performance agreement within three (3) months of appointment. The recommended candidates will be subjected to a competency assessment.
REFERENCE NO.: MPDoH/Jan/20/08

REQUIREMENTS: Pharmacy Bachelor’s degree. Current proof of registration with South African Pharmacy Council. Bachelor’s degree in pharmacology and / or equivalent. Must have five (5) years relevant working experience in middle / senior management. Current registration with South African Pharmacy Council as a Pharmacist (proof of registration must be attached). Knowledge of Provincial and national health policies, procedures and delegation pertaining to pharmacist, including essential drug list standard treatment guidelines and districts health system plan. Innovative, analytical thinking coupled with commitment to service excellence based on sound ethical principles. Ability to initiate, co-ordinate, manage and sustain the programme through interactive approach. Appropriately theoretical and clinical knowledge. Sound organization, planning and decision making abilities. A valid driver’s license.


N.B. Shortlisted candidates will be subjected to present on the relevant Case Study.

********************************************************************************************

CHIEF EXECUTIVE OFFICER
CENTRE: MAPULANENG HOSPITAL
SALARY: R1 057 326 p.a. [Level 13] all inclusive MMS package that must be structured according to the MMS dispensation. All shortlisted candidates for MMS 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 on appointment.
REFERENCE NO.: MPDoH/Jan/20/09
REQUIREMENTS: A degree / advanced diploma in a health related field. Registration with relevant Professional Council PLUS a Degree / diploma in health management. Five (5) 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.

N.B. Shortlisted candidates will be subjected to present on the relevant Case Study.

***********************************************************************************
MEDICAL OFFICER Grade 2
SALARY: R938 962 – R1 026 693 p.a. [OSD requirements depending on qualifications and experience]
CENTRE: CAROLINA HOSPITAL (GERT SIBANDE DISTRICT)
REFERENCE NO.: MPDoH/Jan/20/10

REQUIREMENTS: Tertiary qualification in the Health Science (MBChB). Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department.

DUTIES: Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to the institution. Training and supervision of intern’s medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning.

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350
Or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building)
FOR ATTENTION: Mr. M A Dhladhla

************************************************************************************

CHIEF EXECUTIVE OFFICER (2 POSTS)
SALARY: R869 007 p.a. [Level 12] all inclusive MMS package that must be structured according to the MMS dispensation. All shortlisted candidates for MMS 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 on appointment.
CENTRE: MMAMETLHAKE HOSPITAL; CAROLINA HOSPITAL
REFERENCE NO.: MPDoH/Jan/20/11

REQUIREMENTS: A degree / advanced diploma in a health related field. Registration with relevant Professional Council PLUS a Degree / diploma in health management. Five (5) 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 procedures 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. **N.B. Shortlisted candidates will be subjected to present on the relevant Case Study.**

******************************************************************************

**DEPUTY DIRECTOR: CORPORATE SERVICES**

**SALARY:** R869 007 p.a. (Level 12) all inclusive MMS package that must be structured according to the MMS dispensation. All shortlisted candidates for MMS 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 on appointment.

**CENTRE:** ERMELLO HOSPITAL (GERT SIBANDE DISTRICT)

**REFERENCE NO:** MPDoH/Jan/20/12

**REQUIREMENTS:** Diploma / Degree in Administration or Public Management.
Experience: Five (5) years relevant experience of which three (3) years must at supervisory level (ASD). Knowledge of support services with reference to people management, facility management and supervision. Inherent requirements of the job: Valid driver’s licence. Willingness to work extra hours and be on standby. Competencies (knowledge / skills): Advanced computer literacy (MS Word, Excel). Good written and communication skills. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills.

DUTIES: Efficient and effective strategic planning of the corporate services. Management of personnel administration, human resource development and training, disciplinary procedures, labour relations, recruitment and selection processes and staff performance assessment. Management of hospital fees, admissions and medical records. Effectively manages all facility based support services and oversees maintenance requirements. Support to Medical Manager and management team.

ENQUIRIES: Mr. C D Mnisi Tel No: (017 811 1642)
APPLICATIONS: The District Manager; Gert Sibande District Office; Private Bag X 9028; Ermelo, 2350 Or Hand delivered to: 34 Joubert Street; Ermelo; 2350 (Old ABSA Building)
FOR ATTENTION: Mr. M A Dhladhla
N.B. Shortlisted candidates will be subjected to present on the relevant Case Study.

*******************************************************************************
HEAD CLINICAL DEPARTMENT (RE-ADVERTISEMENT)
SALARY: R2 161 416 p.a. DEPENDING ON THE QUALIFICATION AND EXPERIENCE IN LINE WITH THE OSD.
CENTRE: THEMBA HOSPITAL PAEDIATRICS AND CHILD HEALTH
REFERENCE NO: MPDoH/Jan/20/55

REQUIREMENTS: MBCHB or equivalent Degree. A minimum of 3 years’ appropriate active experience Post-speciality qualification. Valid current registration with HPCSA as Medical Specialist in Paediatric and Child Health. Valid Code 8 driver’s license Knowledge and Skills: Management qualifications and experience e.g. MBA, Diploma in Business or equivalent qualification. PhD will be an added advantage. Experience in Clinical and Academic Management. A good research track record: Curriculum development, Service delivery innovation, Co-author in publications, Research, Supervision, Research output, Publications, Presentations, International Conference.

DUTIES: All activities related to the management of the Department of Paediatrics and Child Health. Function as Head of cost centre, Teaching, training and research of undergraduates and post-graduates. Maintaining accreditation with HPCSA & OHSC. Management of Outreach & Support. Perform all functions as directed by the Head of Clinical Services.

*******************************************************************************
MEDICAL OFFICER GR 1 (2 POSTS) Nephrology Services
SALARY: R821 205 – R884 670 p.a. DEPENDING ON THE QUALIFICATION AND EXPERIENCE IN LINE WITH THE OSD.
CENTRE: WITBANK HOSPITAL & ROB FERREIRA HOSPITAL
REFERENCE NO: MPDoH/Jan/20/56

REQUIREMENTS: MBCHB degree with a recognized University. Registration with HPCSA as Medical Practitioner. Current registration with HPCSA as Medical Practitioner. Valid work permit will be required from Non - South Africans. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from South African Qualifications Authority (SAQA) or any other regulating bodies. Sound Clinical knowledge and experience in the respective medical discipline. Knowledge of current Health and Public Service Regulations and Policies.

DUTIES: Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after - hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and / or post graduate medical students.

******************************************************************************

ASSISTANT MANAGER: NURSING MCWYH (PN-A7)
SALARY: R562 800 – R652 437 p.a. (OSD) REQUIREMENTS DEPENDING ON YEARS OF EXPERIENCE
CENTRE: EHLANZENI DISTRICT OFFICE, NELSPRUIT
REF NO: MPDOH/Jan/20/57

REQUIREMENTS: Diploma/Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse i.e. B Cur Nursing. 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.
OPERATIONAL MANAGER PNB-1 (2 POSTS) Nephrology Services

SALARY: R562 800 – R633 432 p.a. depending on the qualification and experience in line with the OSD.

CENTRE: WITBANK HOSPITAL & ROB FERREIRA HOSPITAL
REFERENCE NO: MPDoH/Jan/20/58

REQUIREMENTS: Grade 12 / Matric Certificate Basic R425 qualification (i.e. Degree/Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a “Professional Nurse”, PLUS Minimum of 9 years appropriate recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. One (1) year Post basic qualification in Orthopaedics Nursing Science. At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining 1 year post basic qualification in Orthopaedics Nursing Science. Proof of current year registration with SANC (2018 Receipt). Proof of work experience (Certificate of Service) from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills, Training and Competencies required: Strong interpersonal, communication and presentation skills. Ability to make independent decision, problem solving and conflict resolution. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Financial management. Trauma and emergency skills. Policy formulation skills. Knowledge of Human resource management. Team building and leadership skills.

DUTIES: To plan / organise and monitor the objectives of the specialised unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff and to give guidance. To ensure continuity of patient care on all levels i.e. work book, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Manage effectively the utilisation and supervision of resources. Coordination of the provision of effective training and research. Provision of Effective Support to Nursing Services. Maintain professional growth/ethical standards and self-development. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles.
ASSISTANT DIRECTOR: FORENSIC AUDITING
SALARY: R376 596 p.a. (Level 9) plus benefits
CENTRE: PROVINCIAL OFFICE, NELSPRUIT
REFERENCE NO.: MPDOH/JAN/20/59

REQUIREMENTS: Three (3) years tertiary qualification in Forensic Auditing/Accounting. A professional qualification (CIA / CA / CFE) and experience within law background will be an added advantage. At least 3 years forensic audit experience and knowledge of applicable acts and regulations. Knowledge of developments and standards within the forensic audit field. The successful candidate should be in possession of a valid (code 8) driver’s licence.


ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT
CENTRE: EHLANZI DISTRICT OFFICE
SALARY: R376 596 p.a. (Level 9) plus benefits
REFERENCE NO: MPDoH/Jan/20/61

REQUIREMENTS: National Diploma / Degree plus Three (3) year experience in Supply Chain Management / Accounting or Equivalent qualification with Three (3) to (5) years working experience in the area of Supply Chain Management. Proven supervisory experience. Experience in Acquisition of Goods and Services, Demand and Contract Management. Knowledge of PFMA, National Treasury Regulations, BBBEE, PPPFA, procurement policies and procedures. Computer Literacy: Presentations skills. Must have Experience on Government systems (BAS & LOGIS). Management skills, excellent interpersonal relations, good communication skills. Presentation skills. Valid driver’s license.

DUTIES: Implementation of Supply Chain Management and Asset management policies and procedures in the Department. Oversee, coordinate, and advise on the process of drafting specifications/terms of reference and special condition of contract; Compile a procurement plan. Compliance to monthly SCM reports. Oversee the utilization of the Central supplier 40 Database in the bid/quotation processes; Control and oversee a compliant execution of the bid/quotation processes. Contract Management. Compilation of asset management reports. Management of Asset disposal process. Management of Human Resources in the unit including performance assessment of the officials in the unit. Provide training to officials on new developments. Identify and mitigate risk within the unit. Administer demand management plans for all sub units and Manage inventory (stock counts and reports.)
PROFESSIONAL NURSE (PNB-1 & 2) (12 POSTS) Nephrology Services
SALARY: R383 226 – R471 333 p.a. depending on the qualification and experience in line with the OSD.
CENTRE: WITBANK HOSPITAL & ROB FERREIRA HOSPITAL
REFERENCE NO: MPDoH/Jan/20/62

REQUIREMENTS: Basic qualification accredited with the SANC in terms of Government Notice 425. (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year, accredited with SANC in terms of Government Notice R212. (preferably in Nephrology Nursing and Diploma in Child Nursing Science).

DUTIES: Provide comprehensive health care services Ensure effective and efficient management of resources. Provide quality patient care, norms and standards. Participate in quality improvement programs. 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 stakeholders. Implement and supervision of Basic Nursing Care. Ensure adherence to Batho -Pele Principles and Patient Right Charter.

All applications should be directed to:
The Head of Department
Private Bag X11285
Nelspruit
1200

Or

Hand delivered to:
Indwe Building No. 3 Government Boulevard,
Riverside Park Ext 2,
Nelspruit
1200

FOR ATTENTION: Mr. Goodness Vilakazi

Telephone enquiries:
Ms Glory Mokone @ 013 766 3103
Ms. Dolly Khoza @ 013 766 3087

CLOSING DATE: 14 FEBRUARY 2020 (at 14h00 sharp) all applications received after the closing date and time will NOT be entertained. Apply as early as possible to avoid disappointments, please.
The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

**NOTE:** Applications should be submitted on Z83 form obtainable from any public service department and should be accompanied by certified copies of qualifications (preferably not older than 6 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 5 months. In line with the vetting strategy of the Public Service, personal details of applicants will be verified. 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. (People with disabilities are requested to apply and indicate such in their application forms).

********************************