MPUMALANGA PROVINCE

DEPARTMENT OF HEALTH

“SIYANAKEKELA”

CHIEF EXECUTIVE OFFICER

Centre: Witbank Hospital (Nkangala District)

Salary: R1 068 564 p.a. [Level 14] an 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/March/17/01

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 license (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 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: Maximize 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 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 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 utilization 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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**SENIOR MANAGER: PHARMACEUTICAL SERVICES**

Centre: Provincial Office, Nelspruit

Salary: R1 105 200 – 1 263 669 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/March/17/02

**Requirements:** Diploma Pharm/ BSC. Pharm/ B. Pharm. Current registration with SAPC. A minimum of 7 - 9 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.

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DEPOT MANAGER: PHARMACEUTICAL SERVICES
Centre: Middelburg Depot
Salary: R910 716 – 98 093 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/March/17/03

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

Duties: Develop and manage the pharmaceutical budget and monitor expenditure. Provide expert advice on selection and procurement of pharmaceutical, medical and surgical supplies. Ensure the implementation of the down referral system. Implement the essential drug Programme. Supervise pharmaceutical care 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.

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CHIEF EXECUTIVE OFFICER
Centre: Standerton Hospital (Gert Sibande District)
Salary: R726 276 p.a. [Level 12] an all inclusive MMS 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/March/17/04

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 license (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: Maximize 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 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 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 utilization 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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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. D P Khoza (013 766 3087)

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CLOSING DATE FOR ALL POSTS: Friday, 17 March 2017 (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 representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer/promotion/appointment will promote representivity will receive preference. (People with disabilities are requested to apply and indicate such in their application forms)

Application should be submitted on Z83 form obtainable from any public services Department and should be accompanied by recently certified copies of qualifications (preferably within 3 months), ID/passport and curriculum vitae. Please quote the CORRECT references on your form and where possible the station/Centre where the post is.

PLEASE NOTE: ONE APPLICATION FORM PER POST. No faxed applications will be accepted.
NB: Candidates who are not contacted within 3 months after the closing date must consider their applications as having been unsuccessful except for professional posts, which will be finalised within 6 months.

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