MPUMALANGA PROVINCE
DEPARTMENT OF HEALTH
“SIYANAKEKELA”

SENIOR MANAGER: PHARMACEUTICAL SERVICES
Centre: Provincial Office, Nelspruit
Salary: R1 185 879 – 1 355 916 p.a. (OSD Requirements). 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/July/17/01

Requirements: Diploma Pharm / BSC. Pharm / B. Pharm or NQF Level 7 qualification as recognized by SAQA. Current registration with SAPC. At least five (5) years of experience at a middle / senior managerial level. 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: Development of strategic and operational plan of Pharmaceutical services. Compile annual quarterly and monthly reports of Pharmaceutical services. Management of the pharmaceutical budget and monitor expenditure. Overall responsibility and accountability for medicine supply management processes. Manage warehousing of all pharmaceuticals. Manage the development and review of pharmaceutical policies. Manage Essential Medicine List Programme. Render technical and pharmaceutical support to all health programmes. Provide expert advice and training to other healthcare. Ensure the implementation of the down referral system. Implement the essential drug Programme. Supervise pharmaceutical care to Hospital patients 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. Assist with the training, education and development of Pharmacy staff. Promoting of public health. 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).
CHIEF DIRECTOR: HOSPITAL SERVICES
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/July/17/02

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 license.

Duties: Ensure optimal provision of integrated and appropriate health services and programmes for the entire Province. Develop, maintain and implement the strategies, policies and programmes in line with local, provincial and national legislation, strategies and plans. Provide strategic leadership and human resource management and development. Develop and maintain the budget of the Chief Directorate to meet the health and service needs of the district in accordance with all the prescripts. Represent the Chief Directorate and the department at relevant fora. Manage and facilitate the provision of hospital services in the District. Facilitate the implementation of provincial Health Policies. Manage and coordinate Hospital Organization and Community Health Services. Coordinate and facilitate the intra and inter district referral system.

NOTE: Short listed candidates will need to undergo a competency assessment
MEDICAL SPECIALIST GRADE I – 3 (2 posts)  
(RADIOLOGY)  
Centre: Witbank Hospital (Nkangala District); Rob Ferreira Hospital  
Salary: (all-inclusive packages) consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules  
Specialist Grade 1 : R991 857.00- R1 052 712.00 pa  
Commuted overtime (conditions apply) the incumbent in the post would be required to enter into a performance contract for commuted overtime  
Reference No: MPDoH/July/17/03

Requirements: Appropriate Qualification that allows registration with HPCSA as Medical Specialist (Speciality). Registration: HPCSA as Medical Specialist (Speciality). Experience: will be recognized according to OSD after registration as Medical Specialist in a normal Speciality. 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 radiology Unit. Manage Human resource 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 financial resources. Manage outreach programmes for the District Hospitals. Facilitate development of clinical. Interpret radiographs, scans and write a radiological report. Perform radiological investigations. Perform international procedures (Biopsy, Vascular and non-vascular procedures). Advice clinicians on appropriate radiological investigations. Assist in managing the radiology department. Perform after hours radiology duties.

MEDICAL SPECIALIST Gr 1 (Psychiatrist)  
Centre: Tintswalo Hospital  
Salary: (all-inclusive packages) consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules  
Specialist Grade 1 : R991 857.00- R1 052 712.00 pa  
Other benefits: In-Hospitable Area Allowance (18% of basic salary)  
Commuted overtime (conditions apply) the incumbent in the post would be required to enter into a performance contract for commuted overtime.  
Reference No: MPDoH/July/17/04

Requirements & Experience: MBCHB degree or equivalent qualification plus appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) in a normal specialty (Psychiatrist). Certificate of registration with Health Professions Council of South Africa as a Medical Specialist (HPCSA) in a normal specialty (Psychiatrist). Proof of current registration as a Medical Specialist with HPCSA.
Experience: Medical Specialist Grade 1: No experience required. Medical Specialist Grade 2: Further to the minimum requirements mentioned herein, the appointment to a Grade 2 requires 5 years appropriate experience after registration with HPCSA as Medical Specialist in a normal specialty. Medical Specialist Grade 3: Further to the minimum requirement mentioned herein, the appointment to a Grade 3 requires 10 year’s registration experience after registration with HPCSA as Medical Specialist in a normal specialty. Knowledge, Skills, Training & Competencies: Sound knowledge and skills associated with the practice of Radiology. Ability to diagnose and manage common medical problems including emergencies. Demonstrate the ability to work as a part of a multidisciplinary team. Good communication, leadership, interpersonal and decision making qualities. Knowledge of current Health Legislation and policies at Public institutions.

Duties: Run specialty clinics. Provide in-patient and out-patient clinical services. Assist with undergraduate and post-graduate training. Maintain clinical, professional and ethical conduct. Administrative responsibilities. Provide effective and efficient specialist consultant care at a regional level within the scope of acceptance and current practices in order to facilitate optimal health care provision. Training staff and promote on-going staff development in accordance with individual and departmental needs. Maintain satisfactory clinical, professional and ethical standards in the department. Performance of overtime duties is a requirement (after hours and weekends).

HEAD: CLINICAL UNIT (4 Posts) [District Clinical Specialist Team]
Centre: Gert Sibande District, Ermelo (2 posts) [1 x Paediatrician & 1 x Anaesthetist] & Nkangala District, Emalahleni (2 posts) [1 x O&G & 1x Anaesthetist]

Salary: R1 550 331 p.a (all-inclusive packages) consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules

Reference No: MPDoH/July/17/05

Requirements: Postgraduate specialist qualification in own field registered with the Health Professional Council of South Africa (HPCSA) plus at least 5 (five) years’ experience as a specialist. Competencies: To have knowledge about own discipline, relevant legislations, regulations and policies, quality assurance and improvement programmes, programme planning, implementation and evaluation information management Human Resources and financial management. To have leadership, communication, Problem solving and Computer literacy Skills; and be able to function under pressure, be self-confident, objective, ethical and empathic. Key Performance areas: Represent own discipline as a member of a Provincial Clinical Specialist Team responsible for the Delivery of quality health care for, newborns and children at all levels within the province. Promote equitable access to appropriate level of care for all newborns and children throughout the province. Maintain personal competency in own clinical discipline whilst ensuring that 50% of time is spent on supporting the regional hospitals and the District Specialist Teams with aspects of service delivery, related to own field of services.
Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Facilitate and participate in the development, training and mentorship of health professionals in all facilities within the province. Work with Provincial Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. Provide support and guidance in the in ensuring appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical services. Initiate, support and participate in clinical audits and quality improvement cycles. Implement effective monitoring and evaluation processes effective use of data and appropriate reporting on outputs and health outcomes.

The successful candidate will be required to sign the employment contract with the Department

DIRECTOR: ENGINEERING AND TECHNICAL SERVICES
Centre: Provincial Office, Nelspruit
R898 743 p.a.(SMS) 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/July/17/06

Requirements: Degree in Engineering. Registered as a professional engineer with ECSA.(desirable). Ten (10) years management experience. Valid Drivers’ Licence.

Duties: Manage maintenance of Health Facilities through provincial, district and facility maintenance hubs. Manage professional engineering services provided to all Health Facilities. Manage maintenance of laundry plant and equipment. Coordinate management of waste. Manage compliance to OHS in terms of building and equipment. Effective management of waste. People and financial management. Strategic Management.

MANAGER: PHARMACEUTICAL SERVICES
Centre: Pharmaceutical Depot, Middelburg
Salary: R977 99 – 1 052 712 p.a. depending on relevant experience. all inclusive MMS package that must be structured according to the MMS dispensation.
Reference No: MPDoH/July/17/07

Requirements: Pharmacy Bachelor’s degree. Current proof of registration with South African Pharmacy Council. Bachelor’s degree in pharmacology and / or equivalent. At least 3 years relevant working experience. 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.

**Duties:** Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formula. Supervise and pharmacist interns and pharmacy support personnel. 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.

**PRINCIPAL CLINICAL PSYCHOLOGIST (2 Posts)**

Centres: **District:** Ermelo Hospital (Gert Sibande); Middelburg Hospital (Nkangala District)

Salary: R919 467 - R1 020 462 p.a. (OSD Requirements) all inclusive MMS package that must be structured according to the MMS dispensation.

Reference No: MPDoH/July/17/08

**Requirements:** Appropriate Qualification that allows registration with HPCSA as Clinical Psychologist. Registration: HPCSA as Clinical Psychologist. **Experience:** must have at least 10 years appropriate experience after registration as a Clinical psychologist and at least three years of managerial experience and one year forensic experience. **Recognition of experience:** 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:** Conduct situational analysis; render routine training on mental health issues for PHC and Hospitals of the district; conduct research on accurate collection data, causes and prevention of parasuicide.; strengthen school systems by promoting, prevention, detection and management of mental disorders in schools; facilitate link between mental health services and traditional health practitioners at local district levels, in relation to traditional health practitioners act; provide clinical and consultation liaison services to psychologists. Support forensic work within the district. Manage psychologists resources, finance and assets for the Regional and District Hospitals.

**CHIEF ELECTRICAL ENGINEER / CHIEF MECHANICAL ENGINEER (3 posts)**

Centre: Provincial Office, Nelspruit

**Grade A:** R935 172 – R1 069 272 p.a. OSD  
**Grade B:** R1 134 894 – R1 773 930 p.a. OSD

Reference No: MPDoH/July/17/09

**Requirements:** Degree in Engineering. Registered as a professional engineer with ECSA. [Electrical or Mechanical]. Six (6) years’ experience post qualification. Valid Drivers’ Licence.
**Duties:** Undertake engineering design and analysis effectiveness. Maintain engineering services and management methods. Implement effective engineering services at all Health Facilities. Develop tender specifications. Implement engineering projects. Undertake research. Manage people and finances.

**DEPUTY MANAGER (Mental Health and Substance Abuse).**

Centre: Provincial Office, Nelspruit

Salary: R756 525 – 851 463 p.a. (OSD requirements) all inclusive MMS package that must be structured according to the MMS dispensation.

Reference No: MPDoH/July/17/10

**Requirements:** Possession of a Matric Certificate. A three-year Health related Bachelors Diploma/Degree and current registration with the relevant professional body as a mental health care practitioner. Five years’ experience in the Coordination of mental health or management in a Psychiatric environment. Advance Knowledge of the Mental Health Care Act and other relevant Public Administration policies. Extensive knowledge and understanding of the PFMA. Knowledge and experience in policy development, strategic planning, financial management, contract and project management, program development, monitoring and evaluation. The individual must be able to work under pressure. A valid driver’s license required. The potential candidate should be registered with the relevant health professional body. Competencies: Understanding mental health related policies. Strategic leadership qualities. Ability to work under pressure. Good verbal and written communication and people skills. Recommendation: A post graduate diploma or degree in Mental health will be an advantage.

**Duties:** To develop policies relevant to the Mental Health programme. Provide strategic leadership in all the components of mental health. Develop a strategy that will ensure the successful implementation of the Mental Health Care Act. Manage the Service Level Agreements in the Mental Health programme. Develop a provincial plan for the establishment of community based mental health services. Develop a provincial strategy that is aligned to the national strategy for Non-Communicable diseases to address substance abuse prevention, treatment and rehabilitation. Monitor and evaluate policy implementation and report accordingly and to support the Mental Review Boards.

**CLINICAL PSYCHOLOGIST**

Centre: Ermelo Hospital in Gert Sibande District

Salary: Grade 1: R633 702 – 703 14 p.a. as per OSD requirements

Grade 2: R746 466 – R828 474 p.a. as per OSD requirements

Reference No: MPDoH/July/17/11

**Requirements:** A Master’s degree in Clinical psychology from a recognized university. Current registration with HPCSA as a Clinical psychologist. A valid work permit for non-South African citizens, minimum of 1 or 9 years’ experience after community service and a sound knowledge of psychologist ethics. Competencies: Professional competence in and knowledge of the application of clinical services. Knowledge of current clinical literature, protocols, legislations, regulations policies. Demonstrate skills in terms of consultation, history taking, examination, clinical assessment, management and clinical procedures.
Good Communication, problem solving and conflict management skills, report writing skills, research and development of self and teaching of others. Facilitation, coordination, liaison, networking and decision making skills. Have the ability to use health information for planning, professionalism, accuracy, flexibility, independence, ethical behavior and multidisciplinary management and teamwork. Computer literacy is recommended.

**Duties:** Provide clinical care to patients. Perform outreach programs. Participate in continues assessments and psychotherapy education. Provide holistic patient care inclusive of preventative care, therapy and rehabilitation. Give psychological input into team management. Conduct research to improve services. Support organizational employees. Supervise and share knowledge with psychologists in community service. Deal with disability grants assessment. Be in possession of a valid driver’s license.

**CHIEF QUANTITY SURVEYOR (3 posts)**
Centre: Provincial Office, Nelspruit  
Salary: **Grade A:** R805 806 – R921 354 p.a. as per OSD requirements  
**Grade B:** R977 883 - R1 505 937 p.a. as per OSD requirements  
Reference No: MPDoH/July/17/12

**Requirements:** B Degree in Quantity Surveying. Registered as a professional quantity surveyor with SACQSP. Six (6) years’ experience post qualification. Valid Driver’s License.

**Duties:** Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan as prepared by the Implementing Agent[s]. Monitor the implementation of Programmes and Projects by the Implementing Agent and the adherence to the Service Delivery Agreement. Approve Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS].Manage the interface between the end-user/community structures and Implementing Agent[s].Coordinate and participate in project commissioning, including site visits. Undertake research. Manage people and finances.

**CHIEF ARCHITECT (3 posts)**
Centre: Provincial Office, Nelspruit  
Salary: **Grade A:** R805 806 – R921 354 p.a. as per OSD requirements  
**Grade B:** R977 883 - R1 505 937 p.a. as per OSD requirements  
Reference No: MPDoH/July/17/13

**Requirements:** Bachelor of Architecture as recognised by the South African Council for the Architectural Profession. Registration with the South African Council for Architectural Profession as a professional. Six (6) years’ experience post qualification. Valid Drivers’ License.
**Duties:** Develop and maintain architectural functional and technical norms and standards. Develop and maintain architectural policies, strategies, plans, procedures and criteria for infrastructure projects. Undertake master planning; prepare project briefs, business cases, accommodation schedules and operational narratives. Prepare architectural inputs to the development of the User Asset Management Plan and Project List. Manage facility planning. Undertake research. Manage people and finances.

**DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT**
Centre: Provincial Office, Nelspruit
Salary R657 558 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/July/17/14

**Requirements:** A three-year degree/diploma in Supply Chain Management or Accounting or a relevant equivalent NQF Level 6, with at least six years’ relevant Supply Chain Management experience (of which three years should have been at management level). Proven management experience. In-depth knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, PPPFA and related prescripts. In-depth knowledge of the Logis system, coupled with a proven work record. Computer literacy including proficiency in writing and excel. Supervisory skills. Good planning and organisational skills. Good interpersonal relations. Good communication skills (written and verbal). The ability to work under pressure and preparedness to work overtime, when required.

**Duties:** Formulation and customisation of SCM policies and procedures to suit the needs of the Department. Responsible for the full supply chain management processes of the Department, demand management through to monitoring and reporting. Responsible for receiving of all invoices and ensuring payment is done within 30 days. Responsible for the full implementation of the Supply Chain Management Framework and inventory, including the quarterly inventory verification processes and reports. Compilation, implementation and reporting on the operational and risk plans related to supply chain management and inventory management. Monthly management reports including but not limited to relevant disclosure notes. Responding to Parliamentary questions within the required timeframes. Attending to audit related to Supply Chain Management. Ensuring a well-coordinated and capacitated Supply Chain Management unit.
DEPUTY DIRECTOR: FINANCE
Centre: Pharmaceutical Depot, Middelburg
Salary R657 558 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/July/17/15

Requirements: Diploma or Degree in Financial accounting. A minimum of 7 years appropriate experience in financial management. 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. A valid code B driver's license.

Duties: Develop and manage the pharmaceutical services budget and monitor expenditure. Provide expert advice on management of financial resources for pharmaceutical services. Facilitate payment of pharmaceutical suppliers. Monitor financial expenditure. Provide support in the development of pharmaceutical service budget. Compile monthly, quarterly and annual reports on financial expenditure for pharmaceutical services. Compile annual financial statements. Support stock take activities. Provide oversight in the effective compilation of pharmaceutical journals. Ensure effective verification of invoices from suppliers. Verify all invoices for the pharmaceutical contracts. Ensure that implementation of services is in accordance to with Public Finance Management Act.

DEPUTY DIRECTOR: BUDGET
Centre: Provincial Office, Nelspruit
Salary R657 558 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/July/17/16

Requirements: Appropriate 3 year degree or diploma in Accounting/Finance/Financial Management and at least 5 years’ experience in Financial Management (3 years’ experience as at level 9 or 10); 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

**DEPUTY DIRECTOR: FINANCE**  
**Centre:** Gert Sibande District, Ermelo  
**Salary R657 558 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/July/17/17**


**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.

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

**CHIEF CIVIL/STRUCTURAL ENGINEER (3 posts)**  
**Centre:** Provincial Office, Nelspruit  
**Salary:**  
- Grade A: R549,390 – R591,849 p.a. OSD  
- Grade B: R625,335 – R673,671 p.a. OSD  
- Grade C: R715,008 – R842,235 p.a. OSD  
**Reference No: MPDoH/July/17/18**

**Requirements**: Degree in Engineering Registered as a professional engineer with ECSA. [Civil/structural engineer]. Six (6) years’ experience post qualification. Valid Drivers’ Licence.
**Duties:** Develop and maintain functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate engineering installations, undertake engineering design work and implement corrective measures. Prepare and review the User Asset Management Plan. Implement environmental and health/safety adherence during planning stages of projects. Undertake research. Manage people and finances.

**ELECTRICAL ENGINEER / ENGINEER (3 posts)**  
Centre: Provincial Office, Nelspruit  
Salary:  
- **Grade A:** R549,390 – R591,849 p.a. OSD  
- **Grade B:** R625,335 – R673,671 p.a. OSD  
- **Grade C:** R715,008 – R842,235 p.a. OSD  
Reference No: MPDoH/July/17/19

**Requirements:**  

**Duties:** Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate electronic and electrical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation [construction] and commissioning of electrical engineering installations. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.

**MECHANICAL ENGINEER**  
Centre: Provincial Office, Nelspruit  
Salary:  
- **Grade A:** R549,390 – R591,849 p.a. OSD  
- **Grade B:** R625,335 – R673,671 p.a. OSD  
- **Grade C:** R715,008 – R842,235 p.a. OSD  
Reference No: MPDoH/July/17/20

**Qualifications:** Degree in Engineering. Registered as a professional engineer with ECSA. [Mechanical Engineer/Electrical Engineer]. Three (3) years’ experience post qualification. Valid Drivers’ Licence.

**Duties:** Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile mechanical/electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy and the Infrastructure Programme Management Plan. Investigate mechanical/electrical engineering installations and equipment,
undertake design work and implement corrective measures, where necessary. Oversee implementation [construction] and commissioning of mechanical/electrical engineering installations. Undertake research.

**PHARMACIST GR 1 (2 Posts)**  
**Centre:** Elsie Ballot Hospital; Amajuba Memorial Hospital  
**Salary:** R614 945 – 653 742 p.a. OSD benefits  
**Reference No:** MPDoH/July/17/21

**Requirements:** Pharmacy Degree or equivalent qualification. Current registration with the SA Pharmacy Council. Conversant with current Pharmaceutical and related legislation. 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.

**ARCHITECT**  
**Centre:** Provincial Office, Nelspruit  
**Salary:**  
- **Grade A:** R549 639 – R592 110 p.a. OSD  
- **Grade B:** R628 452 – R677 016 p.a. OSD  
- **Grade C:** R715 323 – R842 619 p.a. OSD  
**Reference No:** MPDoH/July/17/22

**Requirements:** Bachelor of Architecture as recognised by the South African Council for the Architectural Profession. Registration with the South African Council for Architectural Profession as a professional. Three (3) years’ experience post qualification. Valid Drivers’ License.

**Duties:** Develop and maintain architectural functional and technical norms and standards. Develop and maintain architectural policies, strategies, plans, procedures and criteria for infrastructure projects. Undertake master planning, prepare project briefs, business cases, accommodation schedules and operational narratives. Prepare architectural inputs to the development of the User Asset Management Plan and Project List. Manage facility planning. Undertake research.
QUANTITY SURVEYOR
Centre: Provincial Office, Nelspruit
Salary: Grade A: R549 639 – R592 110 p.a. OSD
       Grade B: R628 452 – R677 016 p.a. OSD
       Grade C: R715 323 – R842 619 p.a. OSD
Reference No: MPDoH/July/17/23

Requirements: University Degree in Quantity Surveying. Registration with SACQSP as a professional quantity surveyor. Three (3) years’ experience post qualification. Valid Drivers’ License.

Duties: Develop and maintain quantity surveying planning and costs norms & standards. Prepare policies, strategies, plans, procedures and criteria for all infrastructure projects. Contribute from a quantity surveying perspective project briefs, costing models and operational narratives. Prepare quantity surveyor inputs for the User Asset Management Plan, the project list and Infrastructure Programme Management Plan. Undertake research.

CLINICAL PROGRAMME CO-ODINATOR - MENTAL HEALTH (5 posts)
Centres: Ehlanzeni District: (Sub district - Bushbuckridge); Gert Sibande District (2 posts) Sub district - Albert Luthuli & Msukaligwa
       Nkangala District (2 posts) Dr JS Moroka & Steve Tshwete Sub-District
Salary: R394 665 – R444 195 p.a. (OSD Requirements)
Reference No: MDOH/July/17/24

Requirements: Basic Qualification as a nurse accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in psychiatry). Current year Registration with the SANC as a Professional Nurse and psychiatric nurse. Experience: Seven (7) years appropriate/recognizable experience in nursing. At least (three) 3 years of the period referred to above must be recognizable experience in the mental health environment. Good leadership and coordination qualities. Good interpersonal and communication skills. Good organizing and planning skills. Report writing skills, ability to work under pressure. Valid driver’s license and computer literacy.

Duties: Ensure the implementation of the Mental Health Care Act no 17 of 2002 and Mental Health policies at the sub district level. Coordinate and manage mental health and Substance programme. Monitor and Evaluate Mental Health programme in the Sub-district. Conduct home visits to support families and mental health care users including forensic psychiatry. Facilitate establishment of community based mental health services. Intersectoral collaboration. Training and facilitation on mental health. Advocacy, mental health promotion and prevention of mental illness and substance abuse. Ensure community involvement and participation by forming support groups and working with stakeholders. Competencies: Plan and organize own work and support personnel to ensure proper nursing care. Implementation quality assurance processes. Do awareness campaigns on mental health and Substance abuse. Assist in preparation of strategic plans and operational plans for the programme Liaise with other departments and ability to work with NGOs.
ASSISTANT DIRECTOR: FINANCE (2 POSTS)
Centre: Sabie Hospital; Amajuba Memorial Hospital
Salary: R334 545 p.a. [Level 9] plus benefits
Reference No: MPDoH/July/17/25

Requirements: Bachelor’s Degree in Financial Management or Accounting 3-5 years’ experience in Financial Management. Good Knowledge and skills in BAS, Logis, Treasury regulations, PFMA credit and debt management, numeracy, financial administration. Good Knowledge of Public Service Regulations, Risk Management and PFMA. Excellent written and verbal communication. Presentation, facilitation, problem solving, conflict resolution, research, project management and time management skills. Knowledge. Valid driver’s licence.

Duties: Manage finance, revenue and bookkeeping, payments, internal control and systems, Debts Management. Advice and assist the hospital operations in the exercise of powers, functions assigned and delegations. Ensure the effective implementation of the PFMA and Treasury Regulations. Ensure compliance with the best practice accounting norms and standards. Manage, monitor and implement financial systems and accounts control. Provide accurate information in preparation of financial statements. Facilitate internal and external audits. Manage financial management quality control services. Establish and maintain effective, efficient and transparent system and internal control.

ASSISTANT DIRECTOR: CORPORATE SERVICES
Centre: Amajuba Memorial Hospital
Salary: R334 545 p.a. [Level 9] plus benefits
Reference No: MPDoH/July/17/26

Requirements: An appropriate Bachelor’s degree / diploma with 3 years’ relevant experience. Ability to work independently and under pressure. Computer literacy. Good verbal and written communication skills. Logical and innovative thinking abilities and leadership skills. Sound knowledge of PFMA and experience in staff supervision and discipline. A good understanding and knowledge of the Public Service Regulations, Basic Conditions of Employment and Employment Equity Act. Performance Management Development system and Treasury Regulations.

ASSISTANT DIRECTOR: RISK MANAGEMENT  
Centre: Provincial Office, Nelspruit  
Salary: R417 552 p.a. (Level 10) plus benefits  
Reference No.: MPDoH/17/July/27

Requirements: Appropriate Bachelor Degree or National Diploma in Internal Auditing, or Finance Accounting, Risk Management, At least 4 years’ experience in auditing, risk management, fraud and corruption investigation. Knowledge of Public Sector Legislation in a health environment specifically the Public Sector Financial Framework e.g. PFMA and Treasury Regulation background will be added advantage. Skills: Auditing, Fraud investigation facilitation of workshop or risk assessment exercise, analytical thinking, interpersonal relations, management including project management of team dynamics, strategic leadership, Extensive report writing, Presentation, Computer Skills. The ability to communicate with internal/external stakeholders. A valid driver’s license. Familiarity with the COSO and risk management framework will be an added advantage and knowledge of ethics management

Duties: Assist in implement the enterprise Risk Management Strategy. Co-ordinate and facilitate risk Management workshops within the Department. Extract risk information and develop risk profiles for the Department. Monitor and evaluate the departmental performance against action plans in relation to risk management processes, philosophy and policies. Develop, implement and manage the secretariat operations and functions for the Risk Management Committee on behalf of the sub-directorate. Develop and maintain a risk database and risk register for the department. Implement and monitor the departmental Risk Management Policy. Maintain fraud and corruption database, conduct anti-fraud and corruption workshop. Assist in ethics management functions

SENIOR ADMINISTRATIVE OFFICER: CORPORATE SERVICES  
Centre: Elsie Ballot Hospital  
Salary: R281 418 p.a. [Level 8] plus benefits  
Reference No: MPDoH/July/17/28

Requirements: An appropriate Bachelor’s degree / diploma with 3 years’ relevant experience. Ability to work independently and under pressure. Computer literacy. Good verbal and written communication skills. Logical and innovative thinking abilities and leadership skills. Sound knowledge of PFMA and experience in staff supervision and discipline. A good understanding and knowledge of the Public Service Regulations, Basic Conditions of Employment and Employment Equity Act. Performance Management Development system and Treasury Regulations.

Responsible for Admin Support Services and Logistics. Responsible for Hospital maintenance, housekeeping and Records keeping.

CONTROL ENGINEERING TECHNICIAN
Centre: Provincial Office, Nelspruit
Salary: Grade A: R236,367 – R254,628 p.a. OSD
Grade B: R270, 255 – R291, 330 p.a. OSD
Grade C: R307, 608 – R362, 334 p.a. OSD
Reference No: MPDoH/July/17/29


ENGINEERING TECHNICIAN: ELECTRICAL
Centre: Provincial Office, Nelspruit
Salary: Grade A: R274 444 – R295 638 p.a. OSD
Grade B: R313 782 – R338 253 p.a. OSD
Grade C: R357 150 – R420 690 p.a. OSD
Reference No: MPDoH/July/17/30


ENGINEERING TECHNICIAN: MECHANICAL
Centre: Provincial Office, Nelspruit
Salary: Grade A: R274 444 – R295 638 p.a. OSD
Grade B: R313 782 – R338 253 p.a. OSD
Grade C: R357 150 – R420 690 p.a. OSD
Reference No: MPDoH/July/17/31


SECRETARY: OFFICE OF THE CHIEF DIRECTOR: HRM&D
Centre: Provincial Office, Nelspruit
Salary: R152 862 p.a. (Level 5) plus benefits
Reference No.: MPDoH/17/July/32

Requirements: Grade 12 Certificate plus a Diploma in Secretariat. Excellent MS Office Skills. Experience in working in the Executive Office will be an added advantage. Good verbal and written communication skills. Logical and innovative thinking abilities. Must be able to pay attention to details. Must have the ability to work under pressure and must be prepared to work long hours. Must be able to type at least 40 words per minute.

Duties: Provide secretarial functions to the Chief Director through organizing the Chief Director’s affairs by maintaining and organizing the diary, arrange meetings, confirming appointments and reminding the Chief Director of engagements, arranging for transport, accommodation and refreshments. Prepare the Manager’s in basket in respect of incoming communications, faxes, e-mails, telephone messages, photocopying etc. Compile V type correspondence, documentation, etc. Maintain a filing system. Serve as Chief User Clerk for the Office for procurement purposes. Obtain quotations for minor office purchases or services. Compile and submit payment advices for purchases or services. Maintain office expenditure records. Maintain a database of important contact numbers.

N.B. Short-listed candidates will be subjected to Secretarial / typing Test.

CONDOM LOGISTICS OFFICER
Centre: Skukuza, Bushbuckridge Sub District Office
Salary: R226 611 p.a. (Level 7) plus benefits
Reference No.: MPDoH/17/July/33

Requirements: B A Degree in Administration and relevant experience in condom Logistics or Grade 12 with 3 years’ experience in condom logistics. Knowledge of HIV and AIDS and TB. Good verbal and communication skills. Valid code 8 or 10 driver’s License. Sound knowledge of the public finance management act. Ability to work under pressure and meet deadlines

Duties: Co-Ordinate condom distribution at district and sub district level, monitor proper storage and quality of condoms. Prepare and consolidate reports at district and sub district level. Develop strategies to market and increase condom usage. Establish and maintain primary and secondary condom distribution sites

Please send all applications to:
The Head of Department
Department of Health
Mpumalanga Province
Private Bag X 11285
NELSPRUIT
1200
ATTENTION: Ms. Dolly Khoza @ (013) 766 3087

Contacts: Ms. M G Mokone @013 766 3340 or Ms. G C Nkosi @013 766 3384

EHLANZENI DISTRICT POSTS

ENROLLED NURSES (34 POSTS)
Centre: EHLANZENI DISTRICT – Clinics and CHC’s (34): Manzini (1); Matsulu (1); Dwaleni (1); Jerusalem (1); Makoko (1); Mbonisweni (1); Mpakeni (1); Fig Tree (1); Komatipoort (1); Buffelspruit (1); Mananga (1); Naas (1); Strydom Block (1); Jeppes Rust (1); Mzinti (1); Richtershoek (1); Dludlama (1); Cork (1); Rolle (1); Mkhuhlu (1); Zoeknog (1); Justicia (1); Orinocco (1); Brooklyn (1); Belfast (1); Thulamahashe (1); Kaapsehoop (1); Barberton Gate (1); Louieville (1); Mashishing (3); Brondal (1); Pilgrims rest (1)
Salary: R150 819 – R169 734 p.a. OSD benefits
Reference No: MPDoH/July/17/34

Requirements: Grade 12 Certificate. Appropriate nursing certificate. Registration with the South African Nursing Council as a Staff Nurse (proof of registration required). Knowledge of basic nursing care, TB/HIV and other infectious diseases. Good interpersonal relations.


********AND********

NURSING ASSISTANT (34 POSTS)
Centre: EHLANZENI DISTRICT – Hospitals: Tonga (6); Matibidi (2); Barberton TB (2); Rob Ferreira (1); Barberton (2); Matikwana (3); Tintswalo (1); Sabie (2); Shongwe (5); Lydenburg (5); Themba (3); Mapulaneng (2)
Salary: R116 625 – R131 265 p.a. OSD benefits
Reference No: MPDoH/July/17/35

Requirements: Grade 12 Certificate. Appropriate nursing certificate. Registered/Enrolled with the South African Nursing Council as an Enrolled Nursing Assistant (proof of registration required). Sound knowledge. Be prepared to work under pressure.

Duties: Render support to nursing professionals, provide elementary clinical nursing care according to the scope of practice, assist patients’ with activities of daily living and maintain professional growth / ethical standards and self-development. Render patient care.
Posts for MPDoH/July/17/34 & 35 to be posted to:

The District Manager OR Deliver applications to:
Ehlanzeni District 66 Anderson Street
Private Bag X 11278 NELSPRUIT
NELSPRUIT 1200
1200

N.B.: For attention for: Mr. ISAAC ZITHA – 013 7555100

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NANGALA DISTRICT POSTS

ENROLLED NURSE (33 POSTS)
Centre: NKANGALA DISTRICT - Hospitals (13 posts); Middelburg (3); Bernice Samuel (3); KwaMhlanga (5); Mmamethlake (2)
CLINICS AND CHCs (20 posts): Moloto (2); Verena (2); Vlaklaagte 2 (1); Waterval Boven (1); Machadodorp (1); Simunye (1); Kwanamokuhle (1) Extension 8 (1); Pankop (2); Mmamethlake (1); Vaalbank (1); Loding (1) Siphosensimbi (2); Phola (1); Rietpruit (1); Kriel (1).
Salary: R150 819 – R169 734 p.a. OSD benefits
Reference No: MPDoH/July/17/36

Requirements: Grade 12 Certificate. Appropriate nursing certificate. Registration with the South African Nursing Council as a Staff Nurse (proof of registration required). Knowledge of basic nursing care, TB/HIV and other infectious diseases. Good interpersonal relations.


********AND********

NURSING ASSISTANT (33 POSTS)
Centre: NKANGALA DISTRICT – Hospitals (20): Bernice Samuel (3); H A Grove (2); Middelburg (2); Waterval Boven (3); Mmamethlake (3); Impungwe (3); Witbank TB Specialized (4)
CLINICS AND CHC's (13): Vlaklaagte 2 (1); Kameelpoortnek (1); Nokaneng (1); Phake (1); Siyathuthuka (1); Wonderfontein (1); Middelburg Civic Centre (1); Doornkop (1); Mhluzi (1); Phola (1); Ogies (1); Botleng (1); Botleng Ext 3 (1).
Salary: R116 625 – R131 265 p.a. OSD benefits
Reference No: MPDoH/July/17/37

Requirements: Grade 12 Certificate. Appropriate nursing certificate. Registered/Enrolled with the South African Nursing Council as an Enrolled Nursing Assistant (proof of registration required). Sound knowledge. Be prepared to work under pressure.
**Duties:** Render support to nursing professionals, provide elementary clinical nursing care according to the scope of practice, assist patients' with activities of daily living and maintain professional growth / ethical standards and self-development. Render patient care.

**Posts for MPDoH/July/17/36 & 37 to be posted to:**
The District Manager OR Deliver applications to:
Nkangala District Piet Kornhoff Building
Private Bag X 7296 EMALAHLENI
EMALAHLENI 1035
1035

N.B.: For attention for: Mr. MNDENI DHLADHLA – 013 658 1000

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**GERT SIBANDE DISTRICT POSTS**

**ENROLLED NURSE (33 POSTS)**

Centre: GERT SIBANDE DISTRICT - Clinics (17 posts): Mbhejeka (1); Lochiel (1); Fernie 2 (1); Silobela (1); Eerstehoek (2); Embalenhle Ext 14 (2); Morgenzon (2); Ezamokuhle (1); Sheepmore (2); Lothair (2); Warburton (1); Amersfoort (1); CHC (16 posts): Dundonald (2); Badplaas (1); Paulina Morapedi (2); Lebogang (2); Sead (1); Siyathemba (2); Amsterdam (2); Embalenhle 4 (2); Winnifred Maboea (2)

**Salary:** R150 819 – R169 734 p.a. OSD benefits

Reference No: MPDoH/July/17/17/38

**Requirements:** Grade 12 Certificate. Appropriate nursing certificate. Registration with the South African Nursing Council as a Staff Nurse (proof of registration required). Knowledge of basic nursing care, TB/HIV and other infectious diseases. Good interpersonal relations.

**Duties:** Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Work within a structured environment. Facilitate and monitor patients’ health education programme (NTCP). Facilitate effective discharge processes. Ensure proper record keeping. Maintain standards to improve the nursing care. Render patient care.

********AND******
NURSING ASSISTANT (33 POSTS)
Centre: GERT SIBANDE DISTRICT - Hospitals (31 posts): Evander (5); Embhuleni (5); Piet Retief (4); Standerton (5); Amajuba Memorial (3); Elsie Ballot (2); Carolina (2); Ermelo (5)
Clinics: (2 posts) posts: Trichardt (1); Emzinoni (1);
Salary: R116 625 – R131 265 p.a. OSD benefits
Reference No: MPDoH/July/17/39

Requirements: Grade 12 Certificate. Appropriate nursing certificate. Registered/Enrolled with the South African Nursing Council as an Enrolled Nursing Assistant (proof of registration required). Sound knowledge. Be prepared to work under pressure.

Duties: Render support to nursing professionals, provide elementary clinical nursing care according to the scope of practice, assist patients’ with activities of daily living and maintain professional growth / ethical standards and self-development. Render patient care.

N.B: Posts for MPDoH/July/17/38 & 39 to be posted to:
The District Manager OR Deliver applications to:
Gert Sibande District 39 Jan Van Rebeeck Street
Private Bag X 9028 Ermelo
ERMELO
2350 2350

For attention for: Mr. COLLEN MNISI – 017 811 1643 X 241

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N.B. REQUIREMENTS & DUTIES WILL BE AVAILABLE AT DEPARTMENTAL WEB-SITE: doh.intranet.gov.za

CLOSING DATE FOR ALL POSTS: Friday, 04 AUGUST 2017 (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 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 4 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.

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