MPUMALANGA PROVINCE
DEPARTMENT OF HEALTH
SIYANAKEKELA

CLINICAL MANAGER MEDICAL: SURGICAL WARDS
Centre: Mapulaneng Hospital
Salary: R906 684 p.a [Level 12]
Reference No.: MPDoH/Jul/15/01

Requirements: MBCHB degree or equivalent qualification plus relevant experience. Registration with the HPCSA. A valid work permit will be required from non-South Africans. At least 10 years’ experience after registration with HPCSA as Medical Officer. Knowledge and skills: Sound knowledge of clinical, PFMA, Public Service Legislations, Regulations and current health policies. The candidate must have surgical skills.

Duties: Provide clinical care to patients with chronic medical conditions. Supervise Medical officers in the unit. Management and storage of health information including discharging summaries participate in quality improvement plans in the hospital. Perform after hours clinical duties. Manage the assets in the unit.

MEDICAL OFFICER Gr 2 (1 post)
Centre: Bongani TB Hospital
Salary: R841 644 p.a. as per OSD requirements
Reference No: MPDoH/July/15/02


Provide holistic patient care inclusive of preventative treatment and rehabilitation. Provide ongoing medical management of patients with chronic medical conditions. Give medical input into team management. Supervise MO1 in proper taking, management and storage of health information, including discharge summaries. Deal with disability grants assessment. Provide input in medico legal problems.

ASSISTANT MANAGER: PHARMACEUTICAL SERVICES
Centre: KwaMhlanga Hospital
Salary: R693 534 p.a. MMS all inclusive package plus benefits including Rural allowance
Reference No: MPDoH/Jul/15/03

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 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. Effective implementation and monitoring of security measures to ensure the safekeeping of all pharmaceuticals within the pharmacy and the hospital. Assist with the training, education and development of Pharmacy staff and other health workers. Promoting of public health, report to the Pharmaceutical and Clinical Manager in respect of general issues of Pharmacy. 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).

MEDICAL OFFICER Gr 2 (1 post)
Centre: Bongani Tb Hospital
Salary: R906 684 p.a. as per OSD requirements
Reference No: MPDoH/July/15/04

Requirements: MBCHB degree or equivalent qualification from a recognized university. Current registration with the HPCSA as a medical practitioner. A valid work permit for non South African citizens. Minimum of 5 years experience after community service. Sound knowledge of medical ethics. Additional experience in relevant discipline will serve as a recommendation. Competencies: Professional competence in and

**Duties:** Provide clinical care to patients. Perform after hour’s duties and outreach programmed. Participate in continues medical education. Perform medical procedures. Provide holistic patient care inclusive of preventative treatment and rehabilitation. Provide ongoing medical management of patients with chronic medical conditions. Give medical input into team management. Supervise MO1 in proper taking, management and storage of health information, including discharge summaries. Deal with disability grants assessment. Provide input in medico legal problems

**ASSISTANT MANAGER: PHARMACEUTICAL SERVICES**  
Centre: Tintswalo Hospital  
Salary: R693 534 p.a. MMS all inclusive package plus benefits including Rural allowance (17%) of Basic salary.  
Reference No: MPDoH/July/15/05

**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 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. Effective implementation and monitoring of security measures to ensure the safekeeping of all pharmaceuticals within the pharmacy and the hospital. Assist with the training, education and development of Pharmacy staff and other health workers. Promoting of public health, report to the Pharmaceutical and Clinical Manager in respect of general issues of Pharmacy. 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).
NURSING SERVICES MANAGER-PN-A8
Centre: Carolina Hospital (replacement)
Salary: R651 582 p.a. plus 8% Rural Allowance (OSD)
Reference No.: MPDoH/July/15/06

Requirements: Knowledge of the legislative and policy framework as well as the current transformation strategies in the public sector. Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 4 years of the period must be appropriate/recognizable experience at management level. (A qualification in Nursing Management and Nursing Education will be an added advantage. Knowledge, skills and competencies: Knowledge of the legislative and policy framework as well as the current transformation strategies in the public sector. Good communication and conflict management and interpersonal skills. Policy interpretation and application.

Duties: Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. 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.

DEPUTY DIRECTOR (MEDIA LIAISON AND MONITORING)
Centre: Provincial Office, Nelspruit
Salary: R566 343 p.a. [Level 11] plus benefits on MMS package
( Successful candidates will be subjected to competency assessment
Reference No.: MPDoH/July/15/07

Requirements: A Bachelor’s degree or National Diploma in Communications, Journalism or equivalent degree. Relevant experience in the media industry or government (if within the public service). Experience in conceiving and implementation communications strategies. Computer Literacy and the ability to manage electronic dissemination of information. Knowledge of (public sector) communication policies, strategies and methods. Experience in media relations, marketing and a good understanding of multimedia. A Valid code 08 driver’s licence, comfortable with extensive travelling, working under pressure and working irregular hours. Understanding of the Public Finance Management Act, the Public Service Act and related regulations and prescripts.

Duties: Manage, develop and implement the department's media policy and strategy. Conduct and co-ordinate media research for the department and its stakeholders.
Responsible for the development and maintenance of good relationships with the media at all levels. Responsible for the overall organization, co-ordination and implementation of media activities for the department. Deal with media queries, organizing media briefings and press conferences. Develop concept papers and speech writing. Edit Departmental documents and manage the coordination and printing of the Departmental newsletter. Manage a team of officials and the sub sectional budget.

DEPUTY DIRECTOR (INTERNAL COMMUNICATIONS AND PUBLICATIONS)
Centre: Provincial Office, Nelspruit
Salary: R566 343 p.a [Level 11]. plus benefits on MMS package
(Successful candidates will be subjected to competency assessment
Reference No.: MPDoH/July/15/08

Requirements: An appropriate three year degree/diploma or equivalent qualification and recognizable experience in a design related field. Knowledge, skills and competencies on graphic design programmes, e.g. Corel Draw, Adobe package (Photoshop and In-design). Sound knowledge of working on PC or Apple Macintosh. Good photographic skills. Valid driver’s license, comfortable with extensive travelling, working under pressure and working irregular hours. Understanding of the Public Finance Management Act, the Public Service Act and related regulations and prescripts.

Duties: Provide Corporate Communications for the Department. Update the Departmental Website and photo gallery. Render production services for the Departmental publications e.g. newsletters, annual reports, brochures, posters, pamphlets, invitations and programmes. Ability to produce fresh designs and carry the work through a conceptual phase up to the print-ready stage. Brand events and carry out exhibitions. Responsible for the overall organization, co-ordination and implementation of corporate communications activities for the department. Manage a team of officials and the sub.

DEPUTY DIRECTOR: BUDGET
Centre: Ehlanzeni District, Nkangala and Gert Sibande Districts
Salary: R566 343 p.a
Reference No.: MPDoH/July/15/09

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;

**DEPUTY DIRECTOR: ASSET MANAGEMENT**
Centre: Provincial Office, Nelspruit
Salary: R566 343 p.a (Level 11) plus benefits on MMS package
Reference No.: MPDoH/July/15/10

**Requirements:** Bachelor’s Degree /Diploma or Equivalent Qualification in Asset Management, Plus 5 Years Experience in an Asset Management of Which 3 Years should be at junior management. Valid driver's licence. Willing to extra hours.

**Duties:** Review, develop & implement the asset management strategy policies & procedure. Ensure compliance to applicable prescripts & regulation. Contribute to the development of the unit operational plan. Ensure that the asset verification process is conducted as per the departmental requirements. Manage &update the departmental asset register. Plan & supervise asset verification against the asset register. Ensure that the asset register reconcile with the finance (Payment) system, and rectify discrepancies. Assist in coordinating and compiling quarterly and yearly departmental financial statements. Supervise the barcode tagging, movement and disposal of assets for the department. Supervise the assets loss and disposal process and prepare recommendations for the disposal of redundant assets. Draft asset management related submissions. Liaise with internal and external stakeholders with regards to asset related matters. Manage and supervise subordinates within the asset management unit and provide guidance to the Director Supply chain Management. **Essential Knowledge, Skills and Competencies required:** Practical demonstration in Asset Management. Sound knowledge of PFMA, treasury Regulation, applicable prescripts in Asset Management and Supply Chain Management. Knowledge of Asset Planning and Management. Good planning, decision making and problem solving skills. Ability to develop asset management unit. Numeracy, computer literacy in MS Package. Good communication (verbal and written.).Report written Skills. Ability to meet deadlines. Attributes: Display of initiative .A sense for attention to detail lines and work under pressure, self driven.

**DEPUTY DIRECTOR: RECRUITMENT & SELECTION**
Centre: Provincial Office, Nelspruit
Salary: R566 343 p.a (Level 11) plus benefits on MMS package  
Reference No.: MPDoH/July/15/11

**Requirement:** An appropriate three-year B degree/diploma and at least five years extensive appropriate experience in Human Resource Management as an Assistant Director. Competencies required. Through Knowledge of the public service act, public service regulations, collective agreements, basic conditions of employment act, employment equity act and other legislation relating to human resource management. Excellent verbal and written communication and interpersonal skills. Thorough knowledge of the recruitment and section process in the public services. Must be computer literate.

**Duties:** Will be responsible for the following: Effective management of the recruitment and selection process as well as maintenance and utilisation thereof. Ensure effective implementation of HRM strategies. Policies, practices and systems regarding recruitment and selection and monitoring the effectiveness of such implementation. Establish and maintain a recruitment and selection information system. Render expect advice and guidance to both subordinates and line managers on the interpretation and application of HRM policies and directives regarding recruitment and selection. Effective management of registry services in the human resources section. Responsible for recruitment advertisement in the department through the use of printed media. Verify qualifications experience etc. of candidates. Arrange all aspects of the interviewing process. Draft submission and cabinet memorandums pertaining to appointments.

**OPERATIONAL MANAGER - THEATER GR-1 (PN-B3) SPECIALITY UNITY**  
Salary: R430 602 p.a (Plus 8% rural allowance).  
Centre: Embhuleni Hospital  
Reference No.: MPDoH/July/15/12

**Requirements:** Senior Certificate, Diploma/Degree in nursing or equivalent qualification that allows registration with the SA Nursing Council as an Operating Theatre Professional Nurse. A minimum of at least 9 years appropriate experience in general nursing after registration as a Professional Nurse with SANC. At least 5 years of the above named period must be recognizable experience after obtaining the one year post basic qualification in the relevant specialty in terms of R425.

**Duties:** Manage the nursing activities of Operating Theatre and CSSD. Implement National and Provincial Health priorities. Implement all relevant prescripts/legislation. Manage and monitor proper utilization of human financial and material resource. Manage the budget According to the PFMA. Participate in the analysis and implementation of nursing Guidelines and practices, standards and procedures. Manage the performance Appraisal of personnel. Supervise the training and development of learners and Personnel. Manage CSSD section.
OPERATIONAL MANAGER PN-B3 (SPECIALITY) CASUALTY  
Centre: Embhuleni Hospital [1]  
Salary: R430 602 pa (depending on the years of experience) plus benefits including Rural allowance 
Reference No.: MPDoH/July/15/13

Requirements: Basic qualification in General Nursing and midwifery. As accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC). Current registration with the South African Nursing Council. Diploma in Critical care Nursing. With knowledge of nursing care processes, procedures, nursing statutes and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho-Pele Principles etc. Operational Management skills, good communication, report writing, problem solving, planning and organizing skills. A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. Valid driver’s licence will be a recommendation.

Duties: Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Develop and maintain working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulating and implementation of nursing guidelines, practices, standard and procedures. Manage and monitor utilisation of human, financial and physical resources.

OPERATIONAL MANAGER SPECIALITY – THEATRE  
Centre: Thembha Hospital  
Salary: R 430 602.00- R 484 641.00 (PN-B3) pa: 13th Cheque, Medical Aid – Optional plus Housing Allowance, Plus Rural Allowance at 8% of Basic salary.  
Reference No.: MPDoH/July/15/14

Requirements: Current Registration with SANC as a Professional Nurse and Midwife, Diploma/Degree in nursing or equivalent qualification, a post-basic nursing Qualification with a duration of at least 1 year accredited with SANC in Operating Theatre Science, A minimum of 9/nine years appropriate/recognizable Experience after registration with SANC as a General Nurse. At least 5 years of the period referred to above must be appropriate recognizable experience in the specific speciality after obtaining the 1 year Post Basic qualification in the relevant speciality. Certificate of Service endorsed by Human Resource Department, Knowledge, Skills, Training and Competencies Required: Good Verbal and written communication and report writing skills, leadership,

**Duties:** Key Performance Areas: Promote quality nursing Care as directed by the Professional scope of practice and standards as determined by the Institution. Assist in planning, organizing and monitoring of objectives of the unit and Departments. Demonstrate understanding of Human Resource and Financial Management and practices and procedures. Supervise staff under your control. Display a concern for patients, promoting and advocating proper treatment and Care including awareness and willingness to respond to patient’s needs, Requirements and expectations (Batho Pele). Able to plan and organize own work and that of support personnel to ensure proper nursing care. Manage all Resources within units effectively and efficiently to ensure optimal service Delivery. Carry out PMDS evaluation of staff, formulate training programmes and Participate in the training and development of staff. Ensure that all equipment in The nursing department is adequate, checked and is in working order. Provide a Safe therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Oversee The functioning of units / ward and report to nursing management.

**ASSISTANT MANAGER NURSING (SPECIALITY)**

**Area of operation:** Operating Theatre, Orthopaedics and Surgery

**Centre:** Mapulaneng Hospital

**Salary:** R430 602 p.a. Plus benefits

**Reference No.:** MPDoH/Jul/15/15

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

**Duties:** Manage the nursing activities of Operating Theatre, Orthopedic, Surgical and CSSD. Implement national and Provincial Health priorities. Implement all relevant prescripts/legislation. Manage and monitor Proper utilization of human financial and material resources. Manage the budget according to the PFMA. Participate in analysis and implementation of nursing Guidelines and practice, standards and procedures. Manage performance appraisals for staff members. Supervise the training and development of learners and personnel. Manage CSSD section.
OPERATIONAL MANAGER NURSING: CASUALTY UNIT (SPECIALITY) PN-B3
Centre: Mapulaneng Hospital
Salary: R430 602 p.a. [Level 10] plus benefits
Reference No.: MPDoH/July/15/16

Requirements: Registration with S.AN.C as a Professional nurse. Diploma/degree in General nursing (Bridging course or Four year Comprehensive course). Diploma in Midwifery. Post basic qualification in Trauma and Emergency nursing with a duration of 01 year accredited with SANC in terms of Government notice number R212. A minimum of 09 years appropriate or recognisable experience in nursing after registration as a professional nurse with SANC. At least 05 years of the period referred to above, must be appropriate or recognisable experience after obtaining the 01 year post basic qualification in the relevant specialty. Knowledge and skills: Strong leadership and good communication skills. Knowledge of Health ACT, PFMA and other Public health sector policy framework. Computer literacy will be an added advantage.

Duties: Supervise and co-ordinate the provision of an effective and efficient patient care through adequate nursing care. Manage the activities of the Casualty unit according to National and Provincial guidelines. Manage and monitor proper utilisation of human and financial resources. Participate in the development and analysis of nursing guidelines, procedures and practices. Manage workplace discipline. Supervise the training and development of learners and staff. Maintain professional development of self and staff.

ASSISTANT MANAGER: NURSING – PN-B4
OPD, Casualty, ICU&ART Service point
Centre: Mapulaneng Hospital
Salary: R470 523p.a. Plus benefits
Reference No: MPDoH/July/15/17

Requirements: Basic qualifications accredited with the SANC in terms of Government Notice R425. Diploma/degree in General nursing (Bridging course or Four year Comprehensive course) Registration with SANC as either Trauma / ICU as specialty course. A minimum of 10 years appropriate and recognizable experience in nursing after registration with SANC and A minimum of 5 years of the period referred to above must be appropriate / recognizable experience at managerial level with current practice license with SANC. Good supervisory and leadership skills.

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. Implement all relevant prescripts. Manage the budget according to PFMA.

ASSISTANT DIRECTOR: Supply Chain Management
Themba Hospital, Gert Sibande, Nkangala District, Ermelo Hospital
Salary: R288 135 p.a
Reference No.: MPDoH/July/15/18

Requirements: A three-year degree/diploma in Supply Chain Management or Accounting or a relevant equivalent NQF Level 6, with at least three years’ relevant Supply Chain 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: Responsible for the full supply chain management processes, demand management through to monitoring and reporting. Responsible for the full implementation of the Supply Chain Management Framework and inventory, including the quarterly asset verification processes and reports. Compilation, implementation and reporting on the operational and risk plans related to supply chain management and asset 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.

ASSISTANT DIRECTOR: ASSET MANAGEMENT
Station: Nkangala District, Gert Sibande District, Ehlanzeni District
Salary: R288 135 p.a. [Level 9]
Reference No.: MPDoH/July/15/19

Requirements: A three-year degree/diploma in Accounting or a relevant equivalent NQF Level 6, with at least three years’ relevant Supply Chain 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:** Responsible for the full asset management through to monitoring and reporting. Responsible for the full implementation of the Asset Management Framework and inventory, including the quarterly asset verification processes and reports. Compilation, implementation and reporting on the operational and risk plans related to supply chain management and asset 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.

**ASSISTANT DIRECTOR: FINANCE (12 posts)**

Salary: R288 135 p.a.
Centre: Barberton Hospital, Shongwe Hospital, Sabie Hospital, Matibidi Hospital, Lydenburg Hospital, Bongani TB Hospital, Barberton TB Hospital, Bernice Samuel Hospital, Impungwe Hospital, HA Grove Hospital, Waterval Boven Hospital, Piet Retief Hospital, Elsie Ballot Hospital
Reference No.: MPDoH/July/15/20

Appropriate 3 year degree or diploma in Accounting/Finance/Financial Management and at least 3 years’ experience in Financial Management; Good knowledge of and experience in Government financial system. Good knowledge of Public Service Regulations, risk management and the Public Finance Management Act. Good communication (verbal and written), report writing, interpersonal and problem solving skills. Computer literacy (MS Excel, Word and PowerPoint.

Advice and assist the Hospital Operations in the exercise of powers, functions assigned and delegations. Ensure the effective implementation of the Public Finance Management Act (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. Determine the long term direction of court finance services and relate these to present and future strategic goals. Manage and direct the finance section staff and budgets.

**ASSISTANT MANAGER NURSING (SPECIALITY) PN-B4**

Area of operation: Operating Theatre, Orthopaedics and Surgery
Centre: Mapulaneng Hospital
Salary: R470 532.00p.a. Plus benefits
Reference No.: MPDoH/July/15/21

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

**Duties:** Manage the nursing activities of Operating Theatre, Orthopedic, Surgical and CSSD. Implement national and Provincial Health priorities. Implement all relevant prescripts/legislation. Manage and monitor Proper utilization of human financial and material resources. Manage the budget according to the PFMA. Participate in analysis and implementation of nursing Guidelines and practice, standards and procedures. Manage performance appraisals for staff members. Supervise the training and development of learners and personnel. Manage CSSD section.

**ASSISTANT MANAGER NURSING – PN-B4**  
OPD, Casualty, ICU&ART Service point  
Centre: Mapulaneng Hospital  
Salary: R470 523 p.a. Plus benefits  
Reference No: MPDoH/July/15/22

**Requirements:** Basic qualifications accredited with the SANC in terms of Government Notice R425. Diploma/degree in General nursing (Bridging course or Four year Comprehensive course) Registration with SANC as either Trauma / ICU as specialty course. A minimum of 10 years appropriate and recognizable experience in nursing after registration with SANC and A minimum of 5 years of the period referred to above must be appropriate / recognizable experience at managerial level with current practice license with SANC. Good supervisory and leadership skills.

**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. Implement all relevant prescripts. Manage the budget according to PFMA.

**ASSISTANT DIRECTOR: Salary Administration**  
Centre: Provincial office, Nelspruit  
Salary: R288 135 p.a  
Reference No: MPDoH/July/15/23

**Requirements:** Appropriate 3 year degree or diploma in Accounting/Finance/Financial Management and at least 3 years’ experience in Financial/Salaries Management; Good knowledge of and experience in PERSAL and Government financial system. (PERSAL Administration courses certificate must be attached) 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: The incumbent will be responsible to manage the activities of personnel remuneration and subsistence and travel functions in the Department by providing inputs in the development/review of policies procedures and frameworks. Verify and check correspondence documents and submissions (salaries). Compile correspondence

ASSISTANT DIRECTOR: Salary
Centre: Provincial Office, Nelspruit
Salary: R337 998 p.a [Level 10]
Reference No: MPDoH/July/15/24

Requirement: A three year National Diploma/Degree Accounting /Cost and Management/ Public Finance/Financial Management and Public Administration. At least 5 years’ experience in Public Sector salary administration. Skills and competencies include: planning and analytical skills; cost accounting skills, report writing skills. Ability to exercise financial discipline. Proven organizational skills. Sound communication skills (written and verbal), interpersonal skills, and an ability to work under pressure. Sound knowledge of PERSAL and BAS. Good knowledge and application of the Public Finance Management Act, and Treasury Regulations.


ASSISTANT DIRECTOR: Gender Focal Point
Centre: Provincial Office, Nelspruit
Salary: R288 135 p.a. [Level 9] (plus applicable benefits)
Reference No: MPDoH/July/15/25

Requirements: A recognized three year degree or National Diploma or Grade 12 backed up by sufficient relevant experience in gender issues. Code 08 driver’s license. Computer literacy is an added advantage. In- depth knowledge of legislation regulating Gender and related HR policies and practices. Written communication skills. Report writing skills. Knowledge of the Public Finance Management Act.
**Duties:** Interpret policies and regulations on gender. Set monitoring and evaluation indicators for the gender programme. Train staff on gender mainstreaming. Monitor and evaluate programme on compliance to National gender guidelines. Facilitate and monitor service excellent awards. Link and liaise with civil society on gender issues. Monitor and evaluate the integration of gender issues Compile. Monthly, quarterly midyear, 9 monthly and annual report on transformation. Coordinates departmental gender events.

**ASSISTANT DIRECTOR: CORPORATE SERVICES**

Centre: Matibidi Hospital

Salary: R288 135 p.a. [level 9] plus benefits

Reference No: MPDoH/July/15/26

**Requirements:** Appropriate Bachelor’s degree or equivalent qualification. Five(5) years experience in management administration and support services. Understanding of the relevant legislation and policies such as PFMA, Public Services regulation. Public services act, labour relation act, PMDS, PPPFA. Good report writing, interpersonal relation, communication and planning skills. Computer literacy. Valid drivers license

**Duties:** Manage and coordinate the implementation of Human resource management and development. Manage and monitor the implementation of security management and control services. Manage and monitor implementation of auxiliary service management Services. Manage and coordinate information communication technology services. Manage and coordinate patient administration services. Render gender and transformation programmes. Develop the operational plan in line with the strategic objective of the hospital. Manage and coordinate Labour relations

**SENIOR PERSONNEL PRACTITIONER (2 Posts)**

Centre: Provincial Office, Nelspruit

Salary: R242 382 p.a. [Level 8] plus benefits

Reference No: MPDoH/July/15/27

**Requirements:** A degree or Diploma in Human Resource Management or Grade 12 or equivalent qualification plus minimum of at least six (6) years relevant experience. Certificate in PERSAL training will be an added advantage. Knowledge, skills and competencies: Extensive knowledge in recruitment and selection, service conditions, and other human resource related duties. Knowledge and understanding of Government prescripts, good communication skills, presentation skills. Knowledge of PERSAL. Report writing skills and ability to interact with people at all levels. Possession of a valid drivers’ licence.

**Duties:** Render effective administration process of recruitment, selection and placement in HR. Develop database on transfers, service terminations, death, resignations, retirements, Administer all types of employee benefit sties Implement and
maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, secretarial functions for interviews, absorptions, probationary periods, etc), Performance management, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide, and advice the personnel on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Create and update leave records.

PRINCIPAL PERSONNEL OFFICER: RECRUITMENT & SELECTION (4 posts)
Centre: Provincial Office, Nelspruit
Salary: R195 177 p.a. [Level 7] plus benefits
Reference No: MPDoH/July/15/28

Requirements: Senior certificate or Equivalent qualification with at least 5 years’ experience in Human Resource unit. This should include working with appointment, Service conditions, PMDS and crafting of submissions relating thereto. Extensive knowledge and experience in PERSAL including interpreting Persal report. Have certificated in PERSAL. Knowledge of the procedure on Incapacity leave and ill-health retirement (PILLAR) the ability to handle tasks of Multi-disciplinary nature. Self-motivated and creative and the ability to work under pressure. Sound communication and interpersonal skills. Analytical skills problem solving and decision makes skills. Computer literacy in particular MS Excel & Word. A valid Code B driver’s license will serve as an added advantage.

Duties: Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, secretarial functions for interviews, absorptions, probationary periods, etc), Performance management, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide, and advice the personnel on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Create and update leave records.

STATE ACCOUNTANT
Centre: Provincial Office, Nelspruit
Salary: R195 177 p.a. [Level 7]
Reference No: MPDoH/July/15/29
**Requirement:** An appropriate 3-years diploma /qualification, or Gr. 12 plus 3 years sufficient credible experience. Competencies: Working knowledge of PERSAL, BAS and MS Office, as well as the specified work field. Sound knowledge and understanding of the financial accounting procedures, methods and principles established for the processing of specific salary/ financial transactions. Knowledge of the set policies and legislation on which decisions and operations are based. Good numerical, communication, writing and problem solving skills. Sound interpersonal and management skills.

**Duties:** Process PERSAL related transactions, S&T, Deductions, etc. BAS salary related payments, clear PERSAL exceptions. Ensure payroll certificates are distributed and returned to the office of the CFO. Ensure tax recon is done on a monthly basis. Ensure suspense accounts are reconciled by passing of journals.

**PRINCIPAL PERSONNEL OFFICER: HRM**  
Centre: Bongani TB Hospital  
Salary: R195 177 p.a. [Level 7] plus benefits  
Reference No: MPDoH/July/15/30

**Requirements:** Senior certificate or Equivalent qualification with at least 5 years’ experience in Human Resource unit. This should include working with appointments, Service conditions, PMDS and crafting of submissions relating of thereto. Extensive knowledge and experience in PERSAL including interpreting Persal reports. Have certificated in PERSAL. Knowledge of procedure on Incapacity leave and ill-health retirement (PILIR) the ability to handle tasks of Multi-disciplinary nature. Self-motivated and creative, and ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organisational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid Code B driver’s license will serve as an added advantage.

**Duties:** Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, vetting of candidates, secretarial functions for interviews, absorptions of staff, probationary periods, etc and also responsible for conditions of service and benefits: leave salaries, leave grats,pensions, termination of services, housing allowance,overtime,translations and writing reports etc),coordinate Performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide and advice the staff on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Provide support to Chief Personnel Officer/ HR Manager.
FLEET MANAGEMENT.
Centre: Provincial Transport Officer: Provincial Control GG
Salary: R195 177 p.a. [Level 7]
Reference No: MPDoH/July/15/31

Requirements: An appropriate Degree/ Diploma or equivalent qualification or Grade 12 plus three (3) years experience in Government Vehicle or Fleet Management, Computer literate and valid driver’s licence. Good interpersonal as well as written and verbal communication skills. Knowledge of the Departmental policies, prescripts and practices. Good interpersonal as well as written and verbal communication skills.

Duties: Management of the day to day of the Provincial vehicles. Keep an up to date inventory of the Provincial vehicles. Reconcile the Provincial vehicles with the Standard Bank statements. Reconciliation of the Standard Bank transaction reports and verifies the expenditure. To keep vehicle records and filed in each vehicle file. Allocation and co-ordination of Provincial vehicles according to the daily requests received 3 days in advance. Check listing of all vehicles issued to officials and upon receiving them back. Compiling of the monthly reports such as FORM 6, log sheets scrutinized and maintenance schedule records. Ensure the availability of and coordination of transport at Provincial office.

PROVINCIAL TRANSPORT OFFICER: SUBSIDISED VEHICLE UNIT:
Centre: Provincial Office, Nelspruit
Salary: R195 177 p.a. [Level 7]
Reference No: MPDoH/July/15/32

Requirements: An appropriate Degree/ Diploma or equivalent qualification or Grade 12 plus three (3) years experience in Government Vehicle or Fleet Management, Computer literate and valid driver’s licence. Good interpersonal as well as written and verbal communication skills. Knowledge of the Departmental policies, prescripts and practices. Good interpersonal as well as written and verbal communication skills.

Duties: Receive applications for subsidized vehicles from officials and the district office. Check and verify the application and the attachments whether they are in line with the requirements. Capture the applications and do the quotation in the Mmela Financial System for affordability. Prepare applications to be presented at the meeting. Secretary of the Subsidised Transport Committee. Prepare the recommended applications for the final approval by the Head of Department. Attend monthly Transport Officer’s meeting at the Department of Public Works, Roads and Transport. Compile the utilization report for subsidized vehicle users. Compiling and submission of monthly reports. Inspection of
Provincial subsidized vehicles. Presentation of subsidized vehicles policy in Provincial Induction and Orientation

ADMINISTRATIVE OFFICER: TRANSPORT
Centre: Embhuleni Hospital
Salary: R195 177 p.a.
Reference No: MPDoH/July/15/33

Requirements: A recognized bachelor’s degree/ Diploma or at least 5 years appropriate experience. Driver’s licence and willingness to do standby duties. Knowledge of transport procedures in the public service. Computer literacy and Experience in supervising.


PERSONNEL PRACTITIONER: H R D
Centre: Embhuleni Hospital
Salary: R195 177 p.a. [Level 7] plus benefits
Reference No: MPDoH/July/15/34


Duties: Manage and monitor the implementation of the skills development policies, strategies and plans. Manage the training and development processes and programmes. Manage learnership and internship programmes. Facilitate trainings in the Institutions in the District. Facilitate ABET Programmes, Facilitate bursaries and study leaves. Updating of staff establishment / spreadsheet. Facilitate the implementation of EEA. Facilitate orientation / induction. Manage the division.

PRINCIPAL PERSONNEL OFFICER (PMDS & SERVICE BENEFITS)
Centre: Embhuleni Hospital
Salary: R195 177 p.a. [Level 7] plus benefits (2 Posts)
Reference No: MPDoH/July/15/35
**Requirements:** Senior certificate or Equivalent qualification with at least 5 years’ experience in Human Resource unit. This should include working with appointment, Service conditions, PMDS and crafting of submissions relating thereto. Extensive knowledge and experience in PERSAL including interpreting Persal report. Have certificated in PERSAL. Knowledge of the procedure on Incapacity leave and ill-health retirement (PILLAR) the ability to handle tasks of Multi-disciplinary nature. Self-motivated and creative and the ability to work under pressure. Sound communication and interpersonal skills. Analytical skills problem solving and decision makes skills. Computer literacy in particular MS Excel & Word. A valid Code B driver’s license will serve as an added advantage.

**Duties:** Perform duties relating to Human Resource Recruitment & Selection and service conditions, PMDS, PILIR, IOD, and Pensions. Craft quality submissions relating to the said duties. Supervise & train junior colleagues. Maintain monthly HR statistics and provide inputs for relevant plans & reports timorously. Manage the duties efficiently and effectively. Build team spirit and ethical HR practices in terms of the Public Service Act and Regulations. Provide support to the Chief Personnel Officer & the HR Manager.

**HEALTH PROMOTER**  
Centre: Secunda Clinic  
Salary: R195 177 p.a. [Level 7] plus benefits  
Reference No: MPDoH/July/15/36

**Requirements:** An appropriate and recognized National Diploma in Health Promotion or equivalent qualification. At least three years appropriate experience in the field of health promotion. Valid driver’s license. Good verbal presentation and communication skills.

**Duties:** Implement health promotion programmes, strategies, interventions and campaigns at facility and community level. Plan and provide information, education and communication activities. Promote community, inter-sectoral and non-governmental participation in health promotion programmes and interventions. Establish household community components of integrated management of childhood illness, healthy lifestyle interventions and health promoting schools. Participate in Local forums to build relationships across sectors and to identify opportunities for health advocacy. Distribute IEC materials and resources within the sub-district. Support health sector initiatives in the sub-district, including those initiated by local authorities, schools, workplaces and other settings. Submit reports.

**STATE ACCOUNTANT: ASSETS**  
Centre: Embhuleni Hospital
Salary: R195 177 p.a. [Level 7]
Reference No: MPDoH/July/15/37

Requirements: A/an appropriate three year tertiary qualification in Logistics/Public Management or Commerce related PLUS relevant experience in asset management plus the following competencies: Knowledge: of PFMA, PPFA, Treasury Regulation and BAS, Skills: problem solving skills, decision making skills and computer skill, Communication: be able to communicate with both internal and external Stakeholders, Creativity: innovative. Other: good interpersonal relations, ability to work under pressure and willingness to travel.

Duties: Approve, procurement requests for assets, oversee the receipt, delivery, tagging, distribution and recording of assets, monitor and report on asset inventory, Follow-up of discrepancies between asset oversee periodic inventory functions (Stock taking, losses and disposals) and supervise and develop staff.

FOOD SERVICE MANAGER
Centre: Embuleni Hospital
Salary: R148 584 p.a [level 6]
Reference No: MPDoH/July/15/38

Requirements: Appropriate National diploma or equivalent plus computer literate. The following will serve as recommendations: Experience in Financial management. Knowledge of the PPPF Act No 5of 2000.

Duties: Direct control and supervision of Food Supervisors and Food Production Staff planning of menus and receipts for normal diets ordering of supplies and control of and the storage and issuing thereof. Input in the planning of the kitchen budget and control of expenditure in the kitchen by means of cost effective measures and the implementation of prescribed guidelines. Evaluation of food staff

PHARMACIST’S ASSISTANT (Post-Basic) GRADE 1 (3 posts)
Emhuleni Hospital
Salary: R 157 941 p.a
Reference No: MPDoH/July/15/39

Requirements: Minimum educational qualification: Post-Basic Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic) (Warehousing). Registration with a professional council: Current registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Warehousing). Experience: Grade 1: Knowledge of Drug Supply Management Principles. Good knowledge of storage and wholesale procedures. Good numeric skills and meticulous and attention to
detail. Note: No payment of any kind is required when applying for this post. All short-listed candidates may undergo a technical competency test.

Duties: Key result areas/outputs: Ensure accurate booking in of received pharmaceutical products. Ensure effective control of pharmaceutical stock using a computer based program or a manual system of stock management. Ensure accurate picking, checking and packaging of pharmaceutical products. Assist with efficient and secure packaging of pharmaceutical products for delivery when required. Collate statistics.

CHIEF PERSONNEL OFFICER
Centre: Matibidi Hospital
Salary: R242 382 p.a [Level 8] plus benefits
Reference No: MPDoH/July/15/40

Requirement: Degree or diploma in Human Resource Management or Grade 12 or equivalent qualification plus minimum of at least 6 years’ relevant experience. Certificate in Persal training will an added advantage. Extensive knowledge of recruitment and selection, service condition and other human resource related duties. Knowledge and understanding of Government prescripts. Good communication and presentation skills. Knowledge of PERSAL. Report writing skills and ability to interact with people at all levels. Valid driver’s licence.

Duties: Perform HR-duties, including capturing leaves, appointment and transfers, personnel records, termination of service and processing of pension benefits and leave gratuities. Implement and maintain Human Resource Admin Practice concerning service benefits and provisioning of human resource. Render admin function including the following: condition of benefits and service benefit (leave, PILIR, IOD, termination of service, long service recognition, housing, medical aid, relocation, pension benefits, leave gratuities, etc). HR provisioning (recruitment and selection, appointment, transfer, verification of qualification, secretarial functions for shortlisting and interviews, attend to HR enquiries. Ensure correct implementation of human resource management practice. Prepare monthly, quarterly and annual reports, create and update leave records.

PRIMARY HEALTH CARE (PHC) Clinic Supervisors: PN-B4 (2 posts)
Centre: Mbombela Sub-district (2 posts)
Salary: R470 532 p.a. as per OSD requirements
Reference No.: MPDoH/July/15/41

Requirements: Basic R425 Qualification i.e. A Diploma/ Degree in Nursing. A Diploma in Clinical Nursing Assessment, treatment and Care or Community Health Nursing Science. Registration with the South African Nursing Council. Minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse.
with the SANC in General Nursing. Minimum of 6 years recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty. Experience and Knowledge of the District Health System. Must have understanding of principles of Primary Health Care Re-engineering. Demonstrate an in depth understanding of Nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate understanding of the District Health Information System (DHIS). Demonstrate and basic understanding of HR and financial policies and practices. Must have the following skills: Administrative skills. Good interpersonal skill. Planning and organizational skills. Good written and communication skills. Problem solving and analytical skill. Basic computer literacy as a support tool to enhance service delivery. A valid Driver’s Licence

**Duties:** Supervise and Support allocated PHC facilities in line with the PHC Supervision Policy. Conduct monthly red flags and regular reviews. Form part of the quarterly programme in-depth reviews together with respective Programme Co-ordinators. Form part of the Sub-district and District review session to monitor progress on set targets according to the District Health Plan (DHP). Ensure that PHC facilities that she/he is responsible for are compliant with the National Core Norms and Standards. Ascertain smooth implementation of the referral system and address constraints related to continuity of care. Support initiatives of the three streams of PHC Re-engineering. Implement the Performance Management and Development System (PMDS) with Operational Managers of PHC facilities that she/he is responsible for.

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**DD (Ref 37/2014/OCJ)**

**ASSISTANT DIRECTOR: CORPORATE SERVICES**

**Centre:** Matibidi Hospital  
**Salary:** R288 135 p.a. [Level 9]  
**Reference No.:** MPDoH/Juy/15/42

**Requirements:** Senior Certificate with 7 years relevant experience or an appropriate Bachelor’s degree / diploma with 3 years’ 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.

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

MEDICAL OFFICER GR1 to GR2 (ANESTHETICS)
Centre: Tintswalo Hospital
Salary : R841 644 p.a. OSD package plus 22%Rural Allowance: 22%(Salary to be determined in line with OSD requirements)
Reference No.: MPDoH/Juy/15/43

Requirements : Appropriate qualifications MBChB. Registration with HPCSA as a Medical Practitioner. At least 2 years post qualification experience. Clinical knowledge and experience in all medical disciplines. Training in Anesthetics will be an added advantage. Valid driver’s license.

Duties : Reporting to the Medical Officer Grade 3. The incumbent will be responsible for the following: Provide inpatients and outpatient services, Train junior Doctors, medical procedures and perform duties in theatre and Casualty. Render an essential health service to the community. Manage common emergencies and be prepared to work commuted overtime.

MEDICAL OFFICER GR1 to GR2 (Obstetrics & Gynecology)
Centre: Tintswalo Hospital
Salary : R841 644 p.a. OSD package plus 22%Rural Allowance: 22%(Salary to be determined in line with OSD requirements)
Reference No.: MPDoH/Juy/15/44

Requirements: MBChB degree plus proof of current registration with HPCSA as Medical Practitioner. At least 2 years post-registration as a Medical Practitioner. Clinical knowledge and experience in Obstetrics & Gynecology will be an added advantage. Valid driver’s license.

Duties: Reporting to the Medical Officer Grade 3. The incumbent will be responsible for the following: Assist in clinical audit. Support junior doctors. Manage common emergencies and be prepared to work commuted overtime. Participate in continuing medical education. Perform medical procedures and perform duties related to maternity, casualty, wards, theatre and clinics. Render an essential health service to the community.

PROFESSIONAL NURSE GRADE 1 (PN-A2) General (10 Posts)
Centre: Bongani TB Hospital
R194 721.00 p.a. Plus rural allowance
Reference No.: MPDoH/July/15/45
**Requirements**: Registration with SANC as a Professional Nurse. Proof of indemnity. Experience as a Professional Nurse. Good interpersonal relationship skills. Ability to work under pressure

**Duties**: Nursing Care Skills. Ensure high standard. Ensure effective and efficient management of resources. Implement all relevant legislation. Ensure implementation of and adherence to patient’s rights charter and Batho Pele Principle. Educate staff and patient. Work closely with the community; provide comprehensive and quality Nursing Care according to standards and guidelines. Keep concise and legible records and ensure that Nursing do likewise. Manage medication.

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**SENIOR STATE ACCOUNTANT**

Centre: Bongani TB Hospital

Salary: R242 382.00 p.a. [Level 8] plus benefits

Reference No.: MPDoH/July/15/46

**Requirements**: A Bachelor’s degree/ Diploma or equivalent in commerce/Finance or auditing coupled with 2 years experience in Finance/Revenue/Debtors/Bookkeeping Management unit or Grade 12 plus 6 years experience in Finance/Revenue/Debtors/Bookkeeping Management unit. **Knowledge and Skills**: Knowledge and practical experience of BAS and PAAB. Knowledge of rules and regulations, PFMA, Treasury Regulations. Division of Revenue Act and other related prescripts. A valid driver’s license. Sound and practical knowledge of Uniform Patient Fee Schedule (UPFS) and its application in health environment. Communication and interpersonal relations skills. Problem solving skills. Report writing skills. Planning and organizing skills. Computer literacy.

**Duties**: Administration of cash deposit. Authorize receipts of revenue collected. Management of receipts. Conduct daily reconciliation of revenue. Attend to queries with internal and external stakeholders. Management of related audit queries and implement remedial measures. Management of face value forms. Compile relevant reports

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**SOCIAL WORKER Gr2**

Centre: Bongani TB Hospital

Salary: R240 111 p.a. plus 10% of basic salary scarce skills allowance and 12% of basic salary rural allowance

Reference No.: MPDoH/July/15/47

**Requirements**: An appropriate Bachelor’s degree in Social Work. Registration with the South African Council for Social Services Professionals. At least two (2) years working experience. Computer literacy and a driver’s license compulsory.

**Duties**: Implement integrated Nutrition Programmes in the TB hospital. Compile the diet specifications for patients. Compile diet specifications for patients with other chronic conditions. Technical support to the health education programmes in terms of the nutrition requirements.
INFORMATION OFFICER  
Centre: Bongani TB Hospital  
Salary: R195 177.00 p.a. [Level 7] plus benefits  
Reference No.: MPDoH/July/15/48

Requirements: Matric Certificate, appropriate Bachelor’s degree and/or equivalent qualification will be an added advantage. At least 3 years experience in health information. Extensive knowledge of the DHIS (District Health Information System). Good presentation skills and ability to communicate at all levels. Advanced knowledge of Ms Word, Excel and Power point. Good analytic skills. Report writing skills. Ability to work under pressure and meeting deadlines. A valid driver’s license.

Duties: To coordinate implementation of the health information systems in the hospital facility. Support health workers in the implementation of the information systems and in data collection. Conduct data quality assessments. Ensure monthly and quarterly reporting of information to the district and province. Facilitate other information not Collected by the DHIS. Support district/facility managers, programme managers and management. Develop capacity in information Management. Generate reports as required. Participate actively in health information issues and research.

PRINCIPAL PERSONNEL OFFICER: HRM  
Centre: Bongani TB Hospital  
Salary: R195 177.00 p.a. [Level 7] plus benefits  
Reference No: MPDoH/July/15/49

Requirements: Senior certificate or Equivalent qualification with at least 5 years’ experience in Human Resource unit. This should include working with appointments, Service conditions, PMDS and crafting of submissions relating of thereto. Extensive knowledge and experience in PERSAL including interpreting Persal reports. Have certificate in PERSAL. Knowledge of procedure on Incapacity leave and ill-health retirement (PILIR) the ability to handle tasks of Multi-disciplinary nature. Self-motivated and creative, and ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organisational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid Code B driver’s license will serve as an added advantage.

Duties: Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, vetting of candidates, secretarial functions for interviews, absorptions of staff, probationary periods, etc and also responsible for conditions of service and benefits: leave salaries, leave gratuates,pensions, termination of services, housing allowance,overtime,translations and writing reports etc),coordinate Performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide and advice the staff on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with
preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Provide support to Chief Personnel Officer/HR Manager

RADIOGRAPHER Grade 1(2 Posts)
Centre: Matibidi Hospital, Bernice Samuel Hospital
Salary: R242 148 p.a. in terms of OSD
Reference No: MPDoH/July/15/50


Duties: Responsible for performing general and specialized radiography duties including working in wards and theatres. Produce good quality images and have the ability to assist with special procedures. Participate in quality improvement programs and adhere to implementation of Batho Pele principles. Be prepared to work shifts including night shift, standby and on-call.

PROFESSIONAL NURSE GRADE 1 (PN-A2) General (10 Posts)
Centre: Bongani TB Hospital
Salary: R194 721. p.a. Plus rural allowance
Reference No.: MPDoH/July/15/51

Requirements: Registration with SANC as a Professional Nurse. Proof of indemnity. Experience as a Professional Nurse. Good interpersonal relationship skills. Ability to work under pressure

Duties: Nursing Care Skills. Ensure high standard. Ensure effective and efficient management of resources. Implement all relevant legislation. Ensure implementation of and adherence to patient’s rights charter and Batho Pele Principle. Educate staff and patient. Work closely with the community; provide comprehensive and quality Nursing Care according to standards and guidelines. Keep concise and legible records and ensure that Nursing do likewise. Manage medication.

SENIOR STATE ACCOUNTANT
Centre: Bongani TB Hospital
Salary: R242 382.00 p.a. [Level 8] plus benefits
Reference No.: MPDoH/July/15/52
**Requirements:** A Bachelor’s degree/ Diploma or equivalent in commerce/Finance or auditing coupled with 2 years experience in Finance/Revenue/Debtors/Bookkeeping Management unit or Grade 12 plus 6 years experience in Finance/Revenue/Debtors/Bookkeeping Management unit. **Knowledge and Skills:** Knowledge and practical experience of BAS and PAAB. Knowledge of rules and regulations, PFMA, Treasury Regulations. Division of Revenue Act and other related prescripts. A valid driver’s license. Sound and practical knowledge of Uniform Patient Fee Schedule (UPFS) and its application in health environment. Communication and interpersonal relations skills. Problem solving skills. Report writing skills. Planning and organizing skills. Computer literacy.

**Duties:** Administration of cash deposit. Authorize receipts of revenue collected. Management of receipts. Conduct daily reconciliation of revenue. Attend to queries with internal and external stakeholders. Management of related audit queries and implement remedial measures. Management of face value forms. Compile relevant reports.

**SOCIAL WORKER Gr 2**  
Centre: Bongani TB Hospital  
Salary: R201 099 p.a. plus 10% of basic salary scarce skills allowance and 12% of basic salary rural allowance  
Reference No.: MPDoH/July/15/53

**Requirements:** An appropriate Bachelor’s degree in Social Work. Registration with the South African Council for Social Services Professionals. At least two (2) years working experience. Computer literacy and a driver’s license compulsory.

**Duties:** Implement integrated Nutrition Programmes in the TB hospital. Compile the diet specifications for patients. Compile diet specifications for patients with other chronic conditions. Technical support to the health education programmes in terms of the nutrition requirements.

**INFORMATION OFFICER**  
Centre: Bongani TB Hospital  
Salary: R195 177 p.a. [Level 7] plus benefits  
Reference No.: MPDoH/July/15/54

**Requirements:** Matric Certificate, appropriate Bachelor’s degree and/or equivalent qualification will be an added advantage. At least 3 years experience in health information. Extensive knowledge of the DHIS (District Health Information System). Good presentation skills and ability to communicate at all levels. Advanced knowledge of Ms Word, Excel and Power point. Good analytic skills. Report writing skills. Ability to work under pressure and meeting deadlines. A valid driver’s license.

**Duties:** To coordinate implementation of the health information systems in the hospital facility. Support health workers in the implementation of the information systems and in
data collection. Conduct data quality assessments. Ensure monthly and quarterly reporting of information to the district and province. Facilitate other information not collected by the DHIS. Support district/facility managers, programme managers and management. Develop capacity in information Management. Generate reports as required. Participate actively in health information issues and research.

**PRINCIPAL PERSONNEL OFFICER**
**Centre:** Mpumalanga College Of Nursing  
**Salary:** R 195 177 p.a  
**Reference No:** MPDoH/July/15/55

**Requirements:** Diploma/degree in Human Resource Management or Grade 12 or equivalent qualification plus minimum of at least 5 years' relevant HR experience. Certificate in Persal Training will be an added advantage. Extensive knowledge of recruitment and selection, service conditions, PMDS and other human resource-related duties. Knowledge and understanding of Government prescripts. Good communication and presentation skills. Knowledge of Persal. A valid driver’s licence.

**Duties:** Perform HR-related duties, including capturing leave, appointments, and transfers, personnel records, termination of services and processing pension benefits. Render admin functions including the following: Condition of benefits and service benefits (leave, PILIR, long service recognition, housing, medical aid, relocations, etc). HR provisioning (recruitment and selection, verification of qualifications, secretarial functions for shortlisting and interviews, attend to HR enquiries. Ensure correct implementation of human resource management practices. Prepare monthly, quarterly and annual reports, create and update leave records).

**CHIEF ADMINISTRATION CLERK: PATIENT ADMIN**
**Centre:** Bernice Samuel Hospital  
**Salary:** Salary: R 195 177 p.a [Level 7]  
**Reference No:** MPDoH/July/15/57

**Requirements:** An appropriate Diploma/ Degree. Grade 12 Certificate plus minimum of 5 years experience in patient matters. Extensive knowledge of outpatient administration, reception and help desk. Extensive knowledge of PAAB, Billing system and UPFS user guide/procedure book. Knowledge of Revenue Policies and an understanding of public sector financial administration and the provisions of the PFMA and PPPFA. Report writing skills. Computer literacy in Words, Excel, Power point. Good communications skills. Ability to work to work under pressure and be part of multi-disciplinary committees. A valid driver’s license is a recommendation.
**Duties:** Manage patient admission, collection of revenue, process debtor’s accounts, banking of revenue, exercising control over the maintenance and application of the filling system and records classification systems. Ensure good keeping of patient records. Management of performance and evaluation of OPD staff in terms of performance management system. Compiling statistics.

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, 07th AUGUST 2015 (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 5 months after the closing date must consider their applications as having been unsuccessful except for professional posts, which will be finalised within 3 months.
In line with the vetting strategy of the Public Service, personal details of applicants will be verified during the selection process.

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)

CLOSING DATE FOR ALL POSTS: Friday, 26 JUNE 2015 (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.

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