MPUMALANGA PROVINCE
DEPARTMENT OF HEALTH
"SIYANAKEKELA"

DEPUTY DIRECTOR GENERAL: CLINICAL HEALTH SERVICES
(Re-advertisement)
Centre: Provincial Office, Nelspruit
Salary: R1 201 713 p.a. [Level 15] all inclusive 70/30 split SMS package that must be structured according to the SMS dispensation. The successful candidate must sign a performance agreement within three (3) months of appointment. The recommended candidates will be subjected to a competency assessment.
Reference No.: MPDoH/Jun/15/01

(N.B. This appointment is subject to the signing of an employment contract with the Head of Department. The successful candidate will be required to undergo security clearance and completion of a competency test and to disclose financial interest in accordance with the prescribed regulations).


Duties: Support and advice the Head of Department on all clinical health services matters. Establish and manage strategic partnerships with relevant stakeholders. Provide strategic clinical health services. Drive planning and implementation processes of the provincial government mandates. Ensure compliance with the Public Finance Management Act of 1999 and Treasury Regulations, National Health Act and all relevant prescripts. Manage the performance of service delivery of the department. Lead and build teams. Will be responsible for the following Chief Directorates: Hospital Services; Strategic Health Programmes and Primary Health Care. Develop policy for tertiary and secondary health services and monitor and evaluate the implementation thereof. Develop policy frameworks for service delivery at hospitals. Ensure the provision of health services at district level.
Requirements: A Bachelor’s Degree in Human Resources Management or Public Administration or Business Administration or Human Sciences or any other equivalent qualifications and 3 - 5 years’ experience as a Senior Manager in a Human Resources Management and Development environment. A post graduate-Diploma in Human Resources Management or Public Administration or Business Administration or Human Sciences will be an added advantage. Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes; policy analysis, policy development and policy implementation and review processes. Modern systems of governance and administration. Strong conceptual and formulation skills, Strong leadership skills with specific reference to the ability to display thought leadership in complex applications, team building and strong interpersonal skills. Excellent verbal and written communication skills. Outstanding planning, organizing and people management skills. Computer literacy skills. Project management skills. Problem solving skills. A highly developed interpretive and conceptualization / formulation ability. The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances. Ability to persuade and influence on decisions to be made. A valid driver’s license, Code EB.

Duties: To provide strategic management consulting and support services with respect to Human Resources and Career Management in the Provision of strategic management, support services with regards to Organisational and Employee Wellness; Provision of management support services with regards to HRM Strategy, HR Planning and HRM Policy Services; Provision of management support services with regards to HR Practices and Information Management; Coordination and Provision of strategic support in the management of Labour Relations; Provision of technical and management support with regards to Performance Management. Serve as a Chief Negotiator in the Chamber.
CLINICAL MANAGER (Medical) Grade 1 (2 posts)
Salary: R852 147 p.a. [Level 12] OSD all-inclusive salary package) plus Commuted Overtime
Centre: Witbank TB Specialized Hospital; Elsie Ballot Hospital
Reference No.: MPDoH/Jun/15/03

Requirements: Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Postgraduate medical qualification will be an added advantage. A minimum of 3 years appropriate experience after registration as a Medical Practitioner (Independent Practice) with the HPCSA (Internship and Community Service excluded). A valid work permit will be required from non-South Africans. Sound clinical knowledge of and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies.

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

DIRECTOR: MANAGEMENT ACCOUNTING
(Re-advertisement)
Centre: Provincial Office, Nelspruit
Salary: R819 126 p.a. [Level 13] plus benefits on SMS package
(Successful candidates will be subjected to competency assessment all inclusive SMS package that must be structured according to the SMS dispensation. The successful candidate must sign a performance agreement within three (3) months of appointment. The Recommended candidates will be subjected to a competency assessment.
Reference No.: MPDoH/Jun/15/04

Requirements: B Com Degree / Diploma in Accounting with at least 5 years’ experience at Middle Management Service in the financial management environment. Valid driver’s license. CORE Competencies: Financial management experience combined with good analytical and planning skills. Project management and report writing skills. People management and communication skills: Leadership skills. Advanced computer literacy especially experience in the use of Spreadsheets. Understanding of budget processes and budget planning processes. Extensive knowledge of PFMA, Treasury Regulations and other prescripts and be able to apply in the public service. Ability to work under pressure.

Duties: Manage and facilitate budgeting processes. Manager and render revenue and bookkeeping services. Manage and render expenditure monitoring and reporting processes. Manage cost centre implementation and maintenance. Do budgeting, contribution statements, break-even charts, appraisal etc. Leading a team of staff responsible for the production of management accounts. Producing weekly, monthly and quarterly management reports to senior management.
Analysing variances and exploring potential problems with line managers. Making appropriate recommendations and advising of the impact on the services being rendered. Improving the systems surrounding all aspects of the charity’s budgets, forecasts and business planning. Establishing and maintaining costing models for the department. Planning projects exploring potential problems or opportunities, ensuring that resources and staff are available to execute the project. Carrying out any necessary research, analysing it and concluding on the available information. Providing financial support for the fundraising department, funding applications. Setting up and maintaining regional reporting systems. Budgeting, planning and forecasting for directorate and implementing performance measures for the business. Providing financial support for the trading company of the charity. Staff development.

N.B. Recommended candidates will be subjected to competency assessment.

**DIRECTOR: SUPPLY CHAIN MANAGEMENT**  
(Re-advertisement)  
Centre: Provincial Office, Nelspruit  
Salary: R819 126 p.a. [Level 13] plus benefits on SMS package  
(Successful candidates will be subjected to competency assessment all inclusive SMS package that must be structured according to the SMS dispensation. The successful candidate must sign a performance agreement within three (3) months of appointment. The Recommended candidates will be subjected to a competency assessment.  
Reference No.: MPDoH/Jun/15/05

**Requirements:** A Bachelor’s Degree in Commerce or equivalent qualification in a related field. A post-Graduate qualification in Commerce or related field will be an added advantage. Seven (7) years’ experience in Supply Chain Management of which three (3) years must be at management level. Experience in the Public service will be an added advantage. Knowledge of Microsoft package – Outlook, Word, Excel, Access and PowerPoint. Knowledge and understanding of quality standards such as international Organisation to Standardisation (ISO). Knowledge of the role and responsibilities of various committees: namely - Specifications Committee, Quotation Committee, Bid Evaluation Committee and Bid Adjudication Committee. Understand the importance of the SLA arrangements /contracts/contract management with various service providers’ consultants/professionals. Knowledge and understanding of procurement processes, logistics, fleet management, asset management, and travel office management. Knowledge of BAS, LOGIS, PFMA, Treasury Regulations PPPFA, BBBEE Framework. Knowledge of the SCM relevant policies and procedures. **Additional competencies required:** Financial Management, Management Accounting and Leadership skills and problem analysis

**Duties:** Develop and maintain the departmental Supply Chain Management system in line with legislative and treasury norms and standards. Manage and direct the provisioning of demand and acquisition management service. Manage and oversee the provisioning of logistic and store management services. Manage and direct the provisioning of asset management and disposal services. Manage and coordinate the provision of fleet management services.
Manage the allocated resources of the Directorate in line with legislative and departmental policy directives, and comply with corporate governance and planning imperatives.

DIRECTOR: ADVOCACY COMMUNICATION AND SOCIAL MOBILIZATION
(Re-advertisement)
Centre: Provincial Office, Nelspruit
Salary: R819 126 p.a. [Level: 13] all inclusive 70/30 split SMS package that must be structured according to the SMS dispensation. The successful candidate must sign a performance agreement within three (3) months of appointment. The recommended candidates will be subjected to a competency assessment.
Reference No.: MPDoH/Jun/15/06

Requirements: Appropriate Bachelor's degree and /or equivalent qualification in health sciences with at least 5 years relevant experience in health information.

Duties: Coordinate and manage partners and sectors to implement HIV and AIDS, STIs and TB programmes. Establish and strengthen Provincial, District and Local AIDS councils. Convene and coordinate Provincial, District consultative for a provide guidance and support for ward-based service delivery models. Ensure delivery of comprehensive HIV and AIDS, STIs and TB services in public and private sector facilities. Oversee integrated planning and equitable resource allocations in the Districts and Province. Ensure mainstreaming of HIV and AIDS TB in District, and Local government plans. Assist partners and donor agencies to develop and align plans to National Government priorities and plans. Ensure equitable and proportional allocation of services and resources particularly in poorly resourced settings. Mobilize donor agencies and funds to support government policies, strategies and plans. Strengthen the integration of HAST services into the PHC package services. Ensure effective integration of HAST programme at provincial, district, sub-district and facility level. Mobilize decision makers and communities on HIV and AIDS, STIs and TB programmes and policies. Advocate for policy reviews and implementation. Plan and manage social mobilization interventions to raise awareness on Public health issues. Plan targeted mobilization and Behaviour Change Communication for vulnerable groups and difficult to reach population. Produce information, education and communication (IEC) material to support awareness on HIV and AIDS, STIs and TB issues. Communicate HIV and AIDS, STI and TB policies and programmes to the general public. Participate in National, Provincial and District communication to enhance Provincial Communication strategies. Compile information for media briefs, statements for Provincial Leadership. Liaise with local media and radio to promote awareness on communicable and non-communicable diseases. Produce communication and social mobilization plans for the programme. Strengthen the integration of HAST services into the PHC package services.
Ensure effective integration of HAST programme at provincial, district, sub district and facility level.

**DIRECTOR: STAKEHOLDER COORDINATION AND MANAGEMENT**
(Re-advertised)
Centre: Provincial Office, Nelspruit
Salary: R819 126 p.a. [Level: 13] all inclusive 70/30 split SMS package that must be structured according to the SMS dispensation. The successful candidate must sign a performance agreement within three (3) months of appointment. The recommended candidates will be subjected to a competency assessment.
Reference No.: MPDoH/Jun/15/07

**Requirements:** Appropriate Bachelor’s degree and /or equivalent qualification in health sciences with at least 2 years relevant experience in health information. Extensive knowledge of the District Health Information System. Good presentation skills and ability to communicate at all levels. Advanced knowledge of Word, Excel and PowerPoint. Good analytic skills. Report writing skills. A valid driver’s license.

**Duties:** Coordinate and manage partners and sectors to implement HIV and AIDS, STIs and TB programmes. Establish and strengthen Provincial, District and Local AIDS councils. Convene and coordinate Provincial, District consultative for a provide guidance and support for ward-based service delivery models. Ensure delivery of comprehensive HIV and AIDS, STIs and TB services in public and private sector facilities. Oversee integrated planning and equitable resource allocations in the Districts and Province. Ensure mainstreaming of HIV and AIDS TB in District, and Local government plans. Assist partners and donor agencies to develop and align plans to National Government priorities and plans. Ensure equitable and proportional allocation of services and resources particularly in poorly resourced settings. Mobilize donor agencies and funds to support government policies, strategies and plans. Strengthen the integration of HAST services into the PHC package services. Ensure effective integration of HAST programme at provincial, district, sub district and facility level. Coordinate Mpumalanga AIDS Council activities.

**DIRECTOR: MONITORING AND EVALUATION**
(Re-advertisement)
Centre: Provincial office, Nelspruit
Salary: R819 126 p.a. [Level: 13] all inclusive 70/30 split SMS package that must be structured according to the SMS dispensation. The successful candidate must sign a performance agreement within three (3) months of appointment. The recommended candidates will be subjected to a competency assessment.
Reference No.: MPDoH/Jun/15/08

**Requirements:** Appropriate Bachelor’s degree and /or equivalent qualification in health sciences with at least 2 years relevant experience in health information. Extensive knowledge of the District Health Information System. Good presentation skills and ability to communicate at all levels. Advanced knowledge of Word, Excel and PowerPoint. Good analytic skills. Report writing skills. A valid driver’s license.
**Duties:** Manage and coordinate HIV&AIDS, STIs and TB programme data and information systems for effective monitoring and evaluation of the programme. Manage and Collate data of the HIV&AIDS, STIs and TB within the province. Review data elements and indicators and design data collection and reporting tools. Collate Provincial HIV&AIDS, STIs and TB data reports from all sub-programmes reports received from partners, Districts and NGOs. Validate and compile comprehensive programme monthly, quarterly and annual reports. Advocate for the use of indicators in the management and planning of programme. Monitor and evaluate the implementation of District and Provincial HIV&AIDS, STI and TB plans. Review programmed reports against targets as reflected in Districts and Provincial plans. Analyze programme outputs and link outcomes to expenditure. Conduct District and facility support visits to ensure quality data management. Build district and Provincial personnel Capacity and skills to manage and produce quality HIV&AIDS, STIs and TB programmer reports. Recruit data capturers and information officers to support monitoring and evaluation function at all levels of implementation and across all strategic health programmes. Develop staff capacity and skills to produce quality and reliable data for all sub-programmes. Supervise and conduct quarterly staff appraisals. Provide technical support to the Chief Directorate during strategic planning process. Participate in the development of conditional grant business plans and District plans. Research and Surveillance System. Commission research to evaluate programme impact and inform policy direction. Prepare for the annual HIV&AIDS Ante-Natal Survey. Participate and provide technical support to surveillance process. Strengthen the integration of HAST M&E services into the PHC package services. Ensure effective integration of HAST M&E programme at provincial, district, sub district and facility level.

**DIRECTOR: PRIMARY HEALTH CARE**  
Centre: Provincial Office,  
Salary: R819 126 p.a. [Level 13] all inclusive 70/30 split SMS package that must be structured according to the SMS dispensation. The successful candidate must sign a performance agreement within three (3) months of appointment.  
Reference No.: MPDoH/Jun/15/09

**Requirements:** A postgraduate degree / diploma in health related field or equivalent qualification. At least three (3) to five (5) years’ experience in Management Services preferably in health related field. An honors or master’s degree will be an added advantage. Knowledge and understanding of the District Health System, including District hospitals and Community Based Health Services. Experience in accounting to communities e.g. Health committees and Hospital Boards. Knowledge and experience on district health planning, district health expenditure reviews and annual performance plans. Knowledge and experience on financial and human resource management applicable to the Public Service. Proven experience in the provision and management of health services. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive Service Plan. Verbal and written communication skills. Driver’s license. **Skills:** Communication skills. Problem solving skills. Decision making skills. Presentation skills. Good and human relation and analytic skills. Be able to work under pressure.
**Duties:** Support districts in the implementation of the full package of district health services (including district hospitals and sub-acute services) within the province, in line with the Departmental Comprehensive Service Plan. Support district in the implementation of health programmes within the province. Ensure that quality of care is maintained and improved in the three districts. Responsible as budget holder and financial manager for the PHC Directorate. Responsible for human resource management in the Programme. Co-ordinate the rendering of professional support services (including information management) within the three districts. Manage key partnerships within the province, especially with the communities, local government, universities and non-profit organizations (NGO’s). Advise the department on legislation, regulations and collective agreements and implement a talent management model that attracts and retains productive teams. Serve as a member of the Senior Management Team. Actively contribute to the formulation and implementation of the departmental strategic plan. Communicate report and integrate the outputs of the directorate, internally in the department and externally with all stakeholders.

**NOTE:** Short listed candidates will need to undergo a competency assessment.

**DEPUTY DIRECTOR**
**(OFFICE OF THE HEAD OF DEPARTMENT)**
Centre: Provincial Office, Nelspruit
Salary: R532 278 p.a. [Level 11] plus benefits on MMS package
(Successful candidates will be subjected to competency assessment all inclusive MMS package that must be structured according to the MMS dispensation. The successful candidate must sign a performance agreement within three (3) months of appointment. The recommended candidates will be subjected to a competency assessment.
Reference No.: MPDoH/Jun/15/10

**Requirements:** An appropriate 3-year Bachelor’s degree or equivalent qualification in Public Administration plus at least 3 years practical and relevant experience at management level as well as networking experience with key stakeholders in the public and private sectors. Appropriate experience in research will be an added advantage. Sound understanding of and the ability to grasp the Public Service policies and regulations including the Public Service Act, PFMA, Treasury Regulations and administrative related policies and initiatives. Knowledge of executive office management policies will be an added advantage. The following will serve as recommendations: Excellent leadership, interpersonal and motivational skills. Good written and verbal communication skills. Good report writing skills. Executive office management skills. Comprehensive knowledge of the Public Service and related legislation and the legal and labour implications thereof. Proven ability to plan, manage and delegate as well as monitor public administrative functions. Innovative, analytical and creative thinking. Knowledge of budget planning and control. Applied strategic thinking, especially in terms of conflict management. Creative assertiveness. Excellent presentation, written and verbal communication skills. Basic budgeting skills. Computer literacy. A valid driver’s license.
**Duties:** The successful candidate will be responsible to: Manage and coordinate the administrative functions in the Office of the HoD. Co-ordinate meetings with stakeholders / institutions. Accompany the HoD to meetings, visits and other engagements as and when required and ensure adequate research and briefing to facilitate meetings of the HoD’s obligations. Promote sound financial management within the areas of responsibility in as far as budgeting and expenditure for the Office of the HoD is concerned. Promote efficient service delivery to all clients. Develop, manage and maintain efficient linkages between the Office of the HoD and all internal and external departmental stakeholders. Design, develop and maintain an orderly and efficient system of reception, administration, office information system and archives in the Office of the HoD. Receive, acknowledge and channel correspondence relating to the Office of the HoD, to relevant components for attention, pend and make follow-ups where necessary. Facilitate the gathering of information and prepare and submit reports as required. Supervise other staff. Executive HR Performance Management.

**NOTE:** Short listed candidates will need to undergo a competency assessment.

**DEPUTY MANAGER: PHARMACEUTICAL SERVICES (Warehousing)**
Centre: Middelburg Pharmaceutical Depot
Salary: R745 287 – R802 884 p.a. MMS all inclusive package plus benefits
Reference No.: MPDoH/Jun/15/11

**Requirements:** Degree Pharm / B. Pharm. Current registration with SAPC. A minimum of 10 years appropriate experience after registration as a Pharmacist with SAPC. 5 year experience in the pharmaceutical warehousing. Good communication, interpersonal and computer skills (MS Word and Excel). Ability to work in a team. Good understanding of guidelines and processes of Essential medicine list committee. Sound knowledge of the Pharmacy and related Substance control Act and Good Pharmacy Practice. A valid code B driver’s license.

**Duties:** Manage warehousing and repacking of all pharmaceuticals. Manage the receiving and packaging of pharmaceuticals and into the warehouse. Ensure that all repacking of pharmaceuticals is in line with Good manufacturing practices. Ensure compliance of the repack unit with all legislative requirements. Effective implementation and monitoring of security measures to ensure the safekeeping of all pharmaceuticals within the Warehouse. Overall responsibility and accountability for medicine supply management processes. Monitor availability of pharmaceuticals at the depot. Facilitate compliance of the depot with legislative requirements. Manage dispatch of pharmaceuticals to all facilities.
DEPUTY MANAGER: PHARMACEUTICAL SERVICES (Procurement)
Centre: Middelburg Pharmaceutical Depot
Salary: R745 287 – R802 884 p.a. MMS all inclusive package plus benefits
Reference No.: MPDoH/Jun/15/12

Requirements: Degree Pharm / B. Pharm. Current registration with SAPC. A minimum of 10 years appropriate experience after registration as a Pharmacist with SAPC. 5 year experience in the pharmaceutical warehousing. Good communication, interpersonal and computer skills (MS Word and Excel). Ability to work in a team. Good understanding of guidelines and processes of Essential medicine list committee. Sound knowledge of the Pharmacy and related Substance control Act and Good Pharmacy Practice. A valid code B driver’s license.

Duties: Manage all pharmaceutical contracts. Manage procurement of pharmaceuticals for the province. Manage warehousing of all pharmaceuticals. Compile all relevant annual and quarterly reports. Manage repacking of medicines. Provide support in the development of strategic and operational plan of Pharmaceutical services. Overall responsibility and accountability for medicine supply management processes. Participate in the Provincial PTC. Ensure continuous availability of pharmaceuticals. Manage the development and review of pharmaceutical policies in line. Facilitate compliance of the depot with legislative requirements.

DEPUTY MANAGER: PHARMACEUTICAL SERVICES (Re-packing)
Centre: Middelburg pharmaceutical depot,
Salary: R745 227 – R802 884 p.a. MMS all inclusive package plus benefits
Reference No.: MPDoH/Jun/15/13

Requirements: Degree Pharm / B. Pharm. Current registration with SAPC. A minimum of 10 years appropriate experience after registration as a Pharmacist with SAPC. 5 year experience in the pharmaceutical warehousing. Good communication, interpersonal and computer skills (MS Word and Excel). Ability to work in a team. Good understanding of guidelines and processes of Essential medicine list committee. Sound knowledge of the Pharmacy and related Substance control Act and Good Pharmacy Practice. A valid code B driver’s license.

Duties: Compile and manage the pharmaceutical budget and monitor expenditure. Compile and manage all pharmaceutical contracts. Manage procurement of pharmaceuticals for the province. Manage warehousing of all pharmaceuticals. Compile all relevant annual and quarterly reports. Manage repacking of medicines. Provide support in the development of strategic and operational plan of Pharmaceutical services. Overall responsibility and accountability for medicine supply management processes. Participate in the Provincial PTC. Ensure continuous availability of pharmaceuticals. Manage the development and review of pharmaceutical policies in line. Facilitate compliance of the depot with legislative requirements.
DEPUTY MANAGER: PHARMACEUTICAL SERVICES (Essential Medicine List)
Centre: Provincial office
Salary: R745 227 – R802 884 p.a. MMS all inclusive package plus Reference
Reference No.: MPDoH/Jun/15/14

Requirements: Degree Pharm / B. Pharm. Current registration with SAPC. A minimum of 10 years appropriate experience after registration as a Pharmacist with SAPC. 5 year experience in the strategic planning processes of pharmaceutical services. Previous experience in management. Good communication, interpersonal and computer skills (MS Word and Excel). Ability to work in a team. Good understanding of Essential medicine list guidelines. Sound knowledge of the Pharmacy and related Substance control Act and Good Pharmacy Practice. A valid code B driver’s license.

Duties: Management of Provincial medicine formulary. Coordinate Provincial PTC. Render technical and pharmaceutical EML support. Compile and manage the pharmaceutical budget and monitor expenditure. Provide support in the development of strategic and operational plan of Pharmaceutical services. Compile annual quarterly and monthly reports of Pharmaceutical services. Overall responsibility and accountability for medicine supply management processes. Monitor and compile reports on medicine availability. Participate in the development and review of pharmaceutical policies. Provide expert advice and training to other healthcare officials.

DEPUTY MANAGER: PHARMACEUTICAL SERVICES (Norms & Standards)
Centre: Provincial office,
Salary: R745 287 – R802 884 p.a. MMS all inclusive package plus benefits
Reference No.: MPDoH/Jun/15/15

Requirements: Degree Pharm / B. Pharm. Current registration with SAPC. A minimum of 10 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 Pharmaceutical standard operating procedure. Sound knowledge of the Pharmacy and related Substance control Act and Good Pharmacy Practice. A valid code B driver’s license.

Duties: Provide support in the development of strategic and operational plan of Pharmaceutical services. Overall responsibility and accountability for medicine supply management processes. Manage the development and review of pharmaceutical policies in line with Departmental policies. Monitor implementation of policies and guidelines. Compile all relevant reports. Support skills development of pharmacy personnel. Coordinate training to all healthcare officials. Monitor registration and licensing of all facilities with the statutory bodies. Facilitate compliance of all facilities with pharmaceutical policies, norms and standards.
ASSISTANT MANAGER: PHARMACEUTICAL SERVICES (3 Posts)
Centre: Middelburg Pharmaceutical depot
Salary: R651 819 - R756 468 p.a. MMS all inclusive package plus benefits
Reference No.: MPDoH/Jun/15/16

Requirements: B. Pharm Degree. Current registration with SAPC. A minimum of 10 years appropriate experience after registration as a Pharmacist with SAPC. Previous experience in warehousing will be an added advantage. 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 availability of medicines and surgical supplies. Facilitate implementation of Good warehousing practices. Supervise distribution of pharmaceuticals to facilities 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.

MANAGER: NURSING: CLINICAL FORENSIC MEDICINE (PN-A9)
Centre: Provincial Office
Salary: R641 751 – R722 304 p.a. in line with OSD requirements
Reference No.: MPDoH/Jun/15/17

Requirements: A Degree in Nursing or equivalent qualification that allows current registration with SANC as a Professional Nurse. A minimum of 8 years appropriate / recognisable experience in nursing after registration as a Professional Nurse. A post-graduate qualification in Forensic in Nursing Management would confer an advantage. Knowledge of the relevant legislations including the Children’s Act and Sexual Offences Act, PFMA and its Regulations and the Public Service Act. At least 5 years of the period must be appropriate / recognisable experience at management level. Good verbal and writing management and interpersonal skills. A valid driver’s license is a requirement.

Duties: To co-ordinate the programme in the province and liaise with National District and other sectors on issues related to clinical forensic medicine. To formulates appropriate policies regarding clinical forensic medicine. Develop progressive strategic plans, guidelines and protocols for the programme. Manage the programme’s finances and budget; conduct research clinical forensic medicine related issues. Conduct periodic monitoring and evaluation of the programme.
ASSISTANT NURSE MANAGER (AREA) PNB-4 (Specialty)  
[ICU, THEATRE AND CSSD]  
Centre: Rob Ferreira Hospital  
Salary: R442 230 – 497 724 p.a. in line with OSD requirements  
Reference No.: MPDoH/Jun/15/18

Requirements: Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC for a minimum period of 10 years as a Professional nurse, plus a post basic nursing qualification in Critical Care (ICU) or Theatre Nursing Science for a period of at least 6 years after registration in the relevant specialty. At least 3 years of the period referred to above must be recognisable experience at management level e.g. operational manager.

Duties: Relieve other managers when necessary. Manage and utilize resources in accordance with relevant directives and legislation. (Human, financial and material resources). Provide professional technical and management support for the provision of quality patient care through proper management of nursing programs. Provide guidance and leadership towards the realization of strategic goals and objectives of the institution. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to nursing care. Advocate and ensure promotion of nursing ethos and professionalism.

PRIMARY HEALTH CARE (PHC) Clinic Supervisors: PN-B4 (7 posts)  
Centre: Pixley Ka-Seme; Mkhondo; Chief Albert Luthuli (3); Msukaligwa; Govan Mbeki sub-districts  
Salary: R442 230 p.a. as per OSD requirements  
Reference No.: MPDoH/Jun/15/19

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 Nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Must have the following skills: Administrative skills. Good interpersonal skills. 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.

**OPERATIONAL MANAGER PNB 3 (SPECIALITY UNITS) (3 Posts)**  
[Casualty / Emergency Trauma, CSSD and Orthopaedic ward]  
Centre: Rob Ferreira Hospital  
Salary: R404 700 – 455 490 p.a. in line with OSD requirements  
Reference No.: MPDoH/Jun/20

**Requirements:** Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC for a minimum period of 9 years as a Professional nurse, plus a post basic nursing qualification in Trauma nursing, Theatre Nursing Science and Orthopaedic Nursing science respectively for a period of at least 5 years after registration in the relevant specialty.

**Duties:** Coordination of optimal holistic specialized nursing care provided within set standards and professional / legal framework. Manage effectively the utilization 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 /staff development.

**OPERATIONAL MANAGER (SPECIALITY UNIT)**  
Centre: Evander Hospital (Casualty)  
Salary: R404 700 p.a. plus non-pensionable rural allowance of 8 %.  
(Depending of the years of experience in terms of relevant OSD)  
Reference No.: MPDoH/Jun/21

**Requirements:** Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Current proof of registration with the South African Nursing Council. A minimum of 7 years appropriate /recognizable experience in Nursing after registrations a Professional Nurse with SANC in general nursing. At least 5 years of the period above must be appropriate/recognised experience after registration of a Post Basic Qualification in Trauma/Advance Midwifery. Strong leadership, good communication and sound interpersonal skills are necessary. Knowledge of the Mental Health Act, PFMA and other Public sector regulations and legislative framework. Strong leadership skills, good verbal and written communication skills, conflict management skills, good interpersonal relationship and ability to work under pressure. Basic computer literacy and driver's license will be added an advantage.
**Duties:** Coordinate optimal, holistic specialize nursing care provided within set standards and a professional/legal framework. Manage effectively the utilization and supervision of human, financial and material resources. Coordinate of the provision of effective training and research. Maintain professional growth /ethical standards and development of self and subordinates. Promote quality of nursing as directed by effective implementation of HR and Finance policies and practices. Demonstrate effective communication with patients and the multi-disciplinary team including report writing. Work effectively, cooperatively amicably with persons of diverse intellectual, culture, racial or religious differences. Be able to manage own work, time and that of subordinates. Ensure discipline of staff and resolve grievances as they arise.

**ASSISTANT MANAGER: MENTAL HEALTH**
Centre: Gert Sibande District  
Salary: R372 000 – 412 866 p.a. as per OSD requirements  
Reference No.: MPDoH/Jun/15/22

**Requirements:** A three year Bachelor's Degree or an equivalent qualification and registration with the professional body as a Mental Health Practitioner. A Master's Degree in Health or Management will be an added advantage. Five years' experience in the co-ordination of mental health. Knowledge of the Mental Health Care Act and other relevant Public Administration policies. Knowledge and experience in policy development, strategic planning, financial management, contract and project management, programme development, monitoring and evaluation. The individual must be able to work under pressure. A valid drivers' license. Competencies: understanding mental health related policies. Strategic leadership qualities. Good verbal and written communication and people skills.

**Duties:** To develop policies relevant to the Mental Health Programme. Provide strategic leadership in all the component of mental health. Develop a strategy that will ensure the successful implementation of the Mental Health Care Act. Manage the Service Level Agreements in Mental Health. Develop a district plan for the establishment of community based mental health services. Develop district strategies that address substance abuse prevention, treatment and rehabilitation. Monitor and evaluate implementation and report accordingly.

**SUB-DISTRICT HAS COORDINATOR**
Centre: Sub-Districts: Pixley-KaSeme and Msukaligwa  
Salary: R325 041 p a [PN-A5] (OSD requirements)  
Reference No.: MPDoH/Jun/15/23

**Requirements:** Degree or equivalent Diploma in Nursing. Certificate in HIV Management would be advantageous. Registration with the South African Nursing Council. Extensive experience in HAS coordination at hospital level. Ability to speak I or 2 African languages is recommended. Experience in working in the HIV/AIDS field is recommended.
**Duties:** Manage the implementation of the implementation of the comprehensive HIV/AIDS care, management and treatment plan in the District. Support facilities and other stakeholders involved in the provision of Comprehensive HIV and AIDS care, management and treatment services; ensure the integration of services on and off site. Ensure compliance with relevant ART and HIV, AIDS, STI and TB Guidelines. Compile monthly and quarterly HAS report in the Sub-District.

**OPERATIONAL MANAGER PNA5 (GENERAL UNITS) (2 Posts)**

(Female Surgical and Day Ward)

Centre: Rob Ferreira Hospital

Salary: R319 473 – 359 564 p.a. in line with OSD requirements

Reference No.: MPDoH/Jun/15/24

**Requirements:** Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC for a minimum period of 7 years as a Professional nurse. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frame work, such as nursing act, health act, occupational health and safety act, PFMA, patience rights charters. Must have operation management skills. Ability to interact with diverse stake holders and health care users and givers. Good Communication, report writing, coordination and facilitation skills. Networking, information management planning and organising skills.

**Duties:** Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to Health information, to health care users to assist in achieving optimal health care and rehabilitation of patience. Maintain constructive working relationships with nursing and other stake holders. Participate in the analyses, formulation and implementation of nursing guide lines, practices, standards and procedures. Manage monitor preparation of human, financial and physical resources.

**INFECTION PREVENTION AND CONTROL CORDINATOR PNA -5**

Centre: Rob Ferreira Hospital

Salary: R319 473 – 359 564 p.a. in line with OSD requirements

Reference No.: MPDoH/Jun/15/25

**Requirements:** Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in nursing) equivalent qualification that allows registration with SANC as a Professional Nurse. Experience in Infection Prevention and Control section will be a recommendation. A Diploma in Infection Prevention and Control will be a strong recommendation. A minimum of 7years appropriate/ recognisable experience in nursing after registration with SANC as a Professional Nurse.
**Duties:** Management, Prevention and control of Infections in the hospital and provide relevant statistics. Develop, Implementation and monitoring of adherence to infection prevention and control policies and procedures daily Training on Infection Control and Disease Surveillance to staff. IPC management of special projects e.g. taking a lead in outbreak management of diseases. Reporting to relevant stakeholders on the Infection Prevention and Control Practices. Give advice on the prescripts of Infection Prevention and Control practices and help with relevant specifications.

**OPERATIONAL MANAGERS: (PNA5) - 2 Posts**
**Wellness Clinic and OPD**
**Centre: Amajuba Memorial Hospital**
**Salary: R319 473 – 359 565 p.a plus 8% rural allowance**
**Reference No.: MPDoH/Jun/15/26**

**Requirements:** Basic qualification 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). A minimum of 7 years appropriate/recognizable experience after registration as a Professional nurse with SANC in General Nursing. Sound knowledge of TB, HIV and Aids. Report writing abilities, financial management skill, empathy and counselling skills. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Good written and verbal communication skills. Sound knowledge of the current Government policies and the functioning of the Department. Display good leadership qualities and interpersonal skills. A post basic qualification in Nursing Administration will be an added advantage.

**Duties:** Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and the evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Develop and maintain working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulating and implementation of nursing guidelines, practices, standard and procedures. Manage and monitor utilization of human, financial and physical resources, Implementation of the national core standards.
OPERATIONAL MANAGER - OPD
Centre: Evander Hospital OPD unit
Salary: R319 473 p.a. plus non-pensionable rural allowance of 8 %.
(Depending of the years of experience in terms of relevant OSD)
Reference No.: MPDoH/Jun/15/27

Requirements:  Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Current proof of registration with the South African Nursing Council. Minimum of 7 years appropriate /recognizable experience in Nursing. Sound knowledge of TB, HIV and Aids, report writing skills and presentation skills. Register with the SANC as General Nurse, communication skills and interpersonal relations.

Duties:  Promote quality of nursing care as directed by the scope of practice and standards a determine by relevant Health facility. Display a concern for patients, promoting, advocating and facilitating proper treatment and care. Ensure the adheres to the Principles of Batho- Pele and Patients Right Charter. Manage all leaves and overtime, manage the PMDS of all employees in the unit. Implement all prescripts and policies, ordering of medical class II, stationery, cleaning material and instruments, ability to direct a multidisciplinary team so as to ensure good nursing care control of budget and all other resources.

MCWYH: CO-ORDINATOR PN-A5
Centre: Pixley ka Seme Sub-District
Salary:  R319 473 – 359 565 p.a plus 8% rural allowance
Reference No.: MPDoH/Jun/15/28

Requirements:  A Diploma in General Nursing and Administration or Equivalent Qualification. Extensive experience in MCWYH, minimum of five (5) years. Good communication and interpersonal skills. Knowledge of policies, strategies and legislation applicable to Maternal, Child, Women, Youth and Adolescent Health (MCWYH).Computer literacy. Valid driver’s license. Registration with SANC.

Duties:  Responsible for co-coordinating the MCWYH Programme in the District. Maintain and update MCWYH data base. Facilitate planning, implementation and co-ordination of MCWYH Programme. Ensure compliance to relevant MCWYH policy guidelines. Compile and submit monthly reports. Monitor and evaluate the impact of MCWYH strategies and interventions. Collaborate with all relevant stakeholders.
LECTURER PND I – 2 (NURSING) (2 posts)
Centre: Rob Ferreira Hospital
Salary: R275 571 – R 381 471 (Dependable on Recognisable Experience)
Reference No.: MPDoH/Jun/15/29

Requirements: Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional nurse minimum 4yrs, plus a post basic nursing qualification in Nursing Education and no experience after registration with SANC in Nursing Education after obtaining R118 in Nursing Education.

Duties: Provide education and training to the learners. Coordinate clinical learning exposure to learners between college and clinical areas. Implement assessment strategies to determined learner’s competencies. To support the mission and promote the image of the college

ASSISTANT DIRECTOR: CORPORATE SERVICES
Centre: Barberton Hospital
Salary: R270 804 p.a. [Level 9] plus benefits
Reference No.: MPDoH/Jun/15/30

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 Service regulations, Public Service Act, Labour relations Act, PMDS and PPPFA. Good report writing, interpersonal relations, 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

ASSISTANT DIRECTOR: OFFICE OF THE HEAD OF DEPARTMENT
Centre: Provincial Office, Nelspruit
Reference No.: MPDoH/Jun/15/31

Requirements: Grade 12 Certificate plus two (2) years’ experience working as Secretary. Excellent MS Office skills. Experience in working in the Executive Office will be an added experience. Good verbal and written communication skills. Logical and innovative thinking abilities. Must be able to pay attention to details. Must be prepared to work under pressure and for long hours. Must be able to type at least 40 words per minute.
Sound understanding of and the ability to grasp the public service policies and regulation including the Public Service Act, PFMA, Treasury Regulations and administrative related policies and initiative. Knowledge of executive office management policies will be an added advantage. Good report writing skills. Proven ability to plan, manage and delegate as well as monitor public administrative functions. Innovative, analytical and creative thinking. Knowledge of budget planning and control. Computer literacy. A valid driver’s license.

**Duties:** Responsible for the co-ordination of administrative function in the Office of the Head of Department. Co-ordinate meetings with stakeholders or institutions. Maintain an orderly and efficient system of reception, administration, office information system and archives in the Office of the HOD. Receive, acknowledge and channel correspondence relating to the Office of the HOD to the relevant components for further attention. Pend and make follow ups where necessary. Facilitate the gathering of information and prepare and submit reports as required. Maintain office expenditure records. Maintain a database of important contact numbers.

**ASSISTANT DIRECTOR: WASTE MANAGEMENT**
Centre: Rob Ferreira Hospital
Salary: R270 804 p.a. [Level 9] plus benefits
Reference No.: MPDoH/Jun/15/32

**Requirements:** An appropriate 3-year Bachelor’s degree / diploma or equivalent qualification plus. appropriate competencies in waste management. A qualification in waste management will be an added advantage. Three years’ experience in waste management activities. Computer literacy. Knowledge and understanding of Waste Management policies. Good interpersonal relations. Presentation skills. Ability to plan and organize. Conflict management skills. People management skills.

**Duties:** Co-ordinate waste management programmes. Compile reports on compliance and noncompliance to waste management standards. Develop and ensure implementation of policies, norms and standards with regard to waste management.

**SUB-DISTRICT TB CO-ORDINATORS (4 posts)**
Centre: Sub-districts: Gert Sibande District
Salary: R260 790 p.a. plus benefits
Reference No.: MPDoH/Jun/15/33

**Requirements:** B degree or equivalent and a Diploma in General Nursing with Specialist. Diploma in Health Service Management / Nursing Administration. A minimum of 5 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing at least 6 years of the period referred to above must be appropriate / recognizable experience in TB. A minimum of 3 years of the period referred to above must be appropriate / recognizable experience at supervisor level and current registration with SANC.
**Duties**: Facilitate the implementation of a package by improving the provision of TB services in the Gert Sibande District. Plan and coordinate the implementation of TB services. Co-ordinate TB awareness campaigns. Maintain TB information and NGO database. Co-ordinate TB programs. Maintain effective TB collaboration.

**DISTRICT CDC CO-ORDINATOR [PN-A5]**
Centre: Gert Sibande District Office
Salary: R260 790 – 293 517 p.a. in terms with OSD requirements
Reference No.: MPDoH/Jun/15/34

**Requirements**: B degree or equivalent and a Diploma in General Nursing with Specialist. Diploma in Health Service Management / Nursing Administration. A minimum of 5 yrs. appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing at least 6 years of the period referred to above must be appropriate / recognizable experience in CDC. A minimum of 3 years of the period referred to above must be appropriate / recognizable experience at supervisor level and current registration with SANC.

**Duties**: Facilitate the implementation of the CDC activities in the Get Sibande District. Plan and coordinate the implementation of CDC services. Co-ordinate CDC awareness campaigns. Management and utilization of staff. Co-ordinate CDC program. Maintain effective CDC collaboration with other provinces.

**SENIOR RESEARCH OFFICER**
Salary: R227 802 p.a. [Level 8]
Centre: Witbank TB Specialized Hospital
Reference No.: MPDoH/Jun/15/35

**Requirements**: A recognized Bachelor’s degree or equivalent backed up by experience in applied research. Computer literacy. Good communication skills (both verbal and written). Good coordination, research writing and interpersonal skills. Previous working knowledge of demographic and social statistics and analytical methods, including an understanding of the relevant modelling tools and techniques, will serve as an added advantage. A valid driver’s license.

**Duties**: Identify research gaps and conceptualize new research themes to assist initiate research work for the Department’s research agenda.

**SENIOR INFORMATION OFFICER**
Salary: R227 802 p.a. [Level 8]
Centre: Witbank TB Specialized Hospital
Reference No.: MPDoH/Jun/15/36

**Requirements**: Relevant three year National Diploma or Degree. At least 3 years’ experience in health information. Extensive knowledge of the EDR Web / MDR TB Information System and 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 analytical skills. Report writing skills. Ability to work under pressure and to meet deadlines. A valid driver’s licence.
**Duties:** Supervision and analysis of data capturing on EDR Web / MDR TB Information System. Coordinate the implementation of the health information systems in the 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 sub-district / facility managers, programme managers and management. Develop capacity in information management. Generate reports as required. Participate actively in health information issues and research.

**PROFESSIONAL NURSE (General) Grade 1 - 3 (PN-A2 – PN-A4) (4 Posts)**

Salaries: Grade 1 (PN-A2): R183 009.00 – R212 157.00 pa; Grade 2 (PN-A3): R225 075.00 – 260 931.00 pa; Grade 3 (PN-A4): R275 571.00 – R349 095.00 pa

Centre: Witbank TB Specialized Hospital

Reference No.: MPDoH/Jun/15/37

**Requirements:** Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Diploma in nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. Proof of current registration with SANC as a Professional Nurse. **Experience requirement to determine on which grade to be appointed:** Professional Nurse Grade 1 (PN-A2): None after registration with SANC as a Professional Nurse; Professional Nurse Grade 2 (PN-A3): A minimum of 10 years appropriate / recognizable experience after registration with SANC as a Professional Nurse; Professional Nurse Grade 3 (PN-A4): A minimum of 20 years appropriate / recognizable experience after registration with SANC as a Professional Nurse. **NB:** Previous experience to be confirmed by attachment of Certificates of Service.

**Duties:** Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality care). Implement standards, practices, criteria and indicators for quality nursing. Practice nursing healthcare in accordance with the laws and regulations relevant to nursing and healthcare. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively.

**LABOUR RELATIONS OFFICER**

Centre: Rob Ferreira Hospital

Salary: R183 438 p.a. [Level 7] plus benefits

Reference No.: MPDoH/Jun/15/38

**Requirements:** An appropriate 3-year degree/qualification, or Gr.12 plus sufficient credible experience. Competencies: In depth knowledge of labour laws is required, whilst sound knowledge of the education- and general public sectors will be an advantage. Good interpersonal, analytical, verbal and written communication skills. Ability to interpret directives. Valid driver's license. Computer literacy. Relevant experience in labour relations (3 years) will be a recommendation. Drivers Licence
Duties: Co-ordinate matters pertaining to labour relations, - policies and – agreements. Administer all matters pertaining to incapacity and inefficiency (officials), as well as employee behaviour (officials) in accordance with policy and delegations. Investigate and hold disciplinary and incapacity enquiries. Create and maintain database and PERSAL records in regard of misconduct and incapacity.

ADMINISTRATIVE OFFICER: HAS
Centre: Gert Sibande Health District
Salary: R183 438 p a [Level 7] plus benefits
Reference No.: MPDoH/Jun/15/3

Requirements: Grade 12 or equivalent qualification plus the relevant 3-5 years’ experience in administration and supply chain. Computer literacy. Comprehensive knowledge of all aspects of administrative in health department. Ability to interpret and implement policies. Sound knowledge of supply chain management, Bars, Logis, relevant Acts, Regulations, Policies, Rules and other applicable regulations. Knowledge of financial prescripts.

Duties: Manage all services within the District HAS administration. Invite quotations according to specifications from end users. Provide effective and efficient support to the HAS office. Provide management support in supply chain section.

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.

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