



“SIYANAKEKELA”

SENIOR CLINICAL MANAGER GR. 1 (MEDICAL)

Centre: Gert Sibande District: Ermelo Hospital

Salary: R1 138 605- R1 226 595 p.a. (plus benefits) Package and Commuted Overtime)

Reference No.: MPDoH/Sept/16/01

Requirements: MBCHB Degree or equivalent qualification plus relevant experience. Registration with the HPCSA. A valid work permit will be required from non-South African. At least 10 years' experience after registration as Medical Officer. Sound clinical knowledge, PFMA, Public service legislations, regulations and policies. **Skills:** Communication skills, Problem solving skills, Decision making skills and Presentation skills. Good Valid driver's licence and computer literacy. Be able to work under pressure.

Duties: Supervise and Management the following, clinical, medical, dental and pharmaceutical services. Provide clinical care to patients. Provide ongoing medical management of patients with chronic medical conditions. Management and storage of health information including discharging summaries. Participate in development and implementation of quality improvement plans in the hospital. Perform after hour services.

MEDICAL SPECIALIST - GRADE 1 (Various Specialists)

Centre: Gert Sibande District: Ermelo Hospital

Salary: R924 378 - R981 093 p.a. Inclusive of package plus, commuted Overtime on meeting the Departmental criteria

Reference No.: MPDoH/Sept/16/02

Requirements: An appropriate qualification in the appropriate Health Science. Current registration with the Health Professions Council of HPSA as a Specialist. A minimum of 3 years appropriate experience after registration with HPCSA as a Medical specialist. Knowledge of own clinical discipline, leadership and managerial skills, experience in teaching of the discipline at undergraduate and postgraduate levels, quality assurance and improvement programmes, research skills.

Duties: Facilitate uninterrupted family medicine and clinical work in the sub district. Support the clinics, community health centres and the hospital with all aspects of service delivery related to own discipline, promotion of clinical effectiveness in satellite facilities through Supporting outreach programmes and development, dissemination or implementation of clinical protocols and standards treatment.

Guidelines aligned with national norms and standards, facilitate and participate in development, training and mentorship under-post-graduate medical, nursing and allied health professionals, work with management teams to establish and maintain systems including surveillance, health information, clinical audits, and communication and referral guidelines. Participate in risk management activities for patients (e.g. morbidity and mortality meetings, infection control), participate in the Pharmaceutical and Therapeutic committee. Assist with the co-ordination, strategic and operational planning of services in the sub-district and regional hospital

DIRECTOR: P A TO HEAD OF DEPARTMENT

Centre: Provincial Office, Nelspruit

Salary: R898 743 p.a. [Level 13] all inclusive SMS package that must be structured according to the SMS dispensation. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement.

Reference No.: MPDoH/Sept/16/03

Requirements: An appropriate 3-year Bachelor's degree or equivalent qualification in Public Administration or a qualification equivalent to NQF 7 plus Five (5) years management experience in the health sector at least at middle management. Experience as a health service manager or significant experience in management in a health service environment. 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: This is a re-advertisement of post and those that applied in 2015
NEED TO apply again.**

DIRECTOR: PHARMACEUTICAL SERVICES

Centre: Provincial Office, Nelspruit

Salary: R898 743 p.a. [Level 13] all inclusive SMS package that must be structured according to the SMS dispensation. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement.

Reference No.: MPDoH/Sept/16/04

Requirements: A Pharmacy Bachelor's degree. Current proof of registration with South African Pharmacy Council. Bachelor's degree in pharmacology and / or equivalent or an undergraduate qualification (NQF Level 7) as recognized by SAQA with (05) five years' experience at Middle Management Services Level. At least 5 years relevant working experience in managerial position. Current registration with South African Pharmacy Council as a Pharmacist (proof of registration must be attached). Knowledge of Provincial and national health policies, procedures and delegation pertaining to pharmacist, including essential drug list standard treatment guidelines and districts health system plan. Innovative, analytical thinking coupled with commitment to service excellence based on sound ethical principles. Ability to initiate, co-ordinate, manage and sustain the programme through interactive approach. Appropriately theoretical and clinical knowledge. Sound organization, planning and decision making abilities. A valid driver's license.

Duties: Manage proper selection and procurement of drugs and surgical items for the hospital. Manage rational use of drugs. Assist with the development of a hospital medicine formula. Manage and develop pharmacist interns and pharmacy support personnel. Monitor expenditure on pharmaceutical and surgical items. Manage performance of stock control functions. Manage proper reconciliation of pharmaceutical accounts. Attend provincial and national meetings at the Pharmacy Council and give feedback to both senior management and sub-ordinates. Supervision staff.

**Note: This is a re-advertisement of post and those that applied before
NEED TO apply again.**

DIRECTOR: HAST

Centre: Provincial Office, Nelspruit

Salary: R898 743 p.a. [Level 13] all inclusive SMS package that must be structured according to the SMS dispensation. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement.

Reference No.: MPDoH/Sept/16/05

Requirements: Appropriate recognized post-graduate degree or equivalent qualification preferably in Public Health. At least three (3) years' experience in HIV, AIDS, STI and TB Management. At least three (3) years' experience at Senior Management level. Must possess extensive leadership skills, strategic capabilities, and Financial Management program and Project Management skills. Must be innovative and have good communication skills (verbal and written). Human Resource Management. Must have good analytical problem solving skills, Must also have knowledge in Information Management and Research. Knowledge and understanding of the District Health system. Full understanding of the Comprehensive Care Management Treatment and Support including TB Leadership and strategic planning abilities. Computer literacy. Willingness to travel and work beyond normal working hours. A valid Code B driver's license.

Duties: Provide strategic leadership to the Head of Department on HIV and AIDS and TB issues. Co-ordinate and support the integration of the HIV and AIDS, STI and TB Programmes with other health-care programmes in the province. Facilitate, prepare and monitor the budget for the programmes. Ensure efficient management and functioning of the Provincial Nerve Centre. Co-ordinate information management on the HAS, TB and related programmes. Monitor and evaluate effectiveness of the HIV and AIDS, STI and related programmes. Facilitate the development of provincial policies in line with the national policy guidelines and protocols. Attend all Senior Management meetings including national meetings.

**Note: This is a re-advertisement of post and those that applied before
NEED TO apply again.**

DIRECTOR: COMMUNICABLE DISEASES CONTROL

Centre: Provincial Office, Nelspruit

Salary: R898 743 p.a. [Level 13] all inclusive SMS package that must be structured according to the SMS dispensation. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement.

Reference No.: MPDoH/Sept/16/06

Requirements: A tertiary qualification in Health Science. At least 3 to 5 years relevant experience in Public Health Service of which three (3) years should have been at Management level. Proven knowledge and experience in Health Services delivery at Primary Health Care and hospital level within the District Health System in line with the relevant legislation, policies and regulations within the Public Sector. Experience in the management of emerging, re-emerging, malaria and vector borne diseases. A Master's degree in Public Health qualification will be added advantage. A driver's license. Strategic and leadership abilities. Financial management; project management; problem solving and analysis. Change management; decision making; conflict management; verbal communication and report writing skills. People management. Client-orientated and customer focused. Computer literacy. A dynamic individual with excellent management skills. A proactive thinker. Effective reporting, interpersonal, negotiation and communication skills are absolutely essential.

Duties: Ensure optimal provision of communicable diseases control and management in the province. Ensure the development, implementation and monitoring of strategic and operational plans for the province. Submit timely weekly, monthly, quarterly and annual reports regarding programme activities. Develop, maintain and implement the strategies, policies in line with national health related legislation and frameworks. Provide strategic leadership and human resource management and development. Prepare and maintain the programme's resources and meet the health and service needs of the province in accordance with the relevant prescripts. Represent the province or department at relevant forums. Facilitate the development and implementation of the system geared towards the improvement of service delivery.

**Note: This is a re-advertisement of post and those that applied before
NEED TO apply again.**

DIRECTOR: PRIMARY HEALTH CARE

Centre: Provincial Office, Nelspruit

Salary: R898 743 p.a. [Level 13] all inclusive SMS package that must be structured according to the SMS dispensation. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement.

Reference No.: MPDoH/Sept/16/07

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 Primary Health Care support, 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: This is a re-advertisement of post and those that applied before
NEED TO apply again.**

MEDICAL OFFICER: GR 1 - 3 (2 posts)
(Forensic Pathology Services).
Centre: Themba and Middelburg Hospitals)
Salary: R686 322 – R910 716 p.a. [OSD Package]
Reference No.: MPDoH/Sept/16/08

Requirements: Registration with the HPCSA as a Medical Practitioner. A diploma in Forensic Pathology coupled with extensive experience in Forensic Pathology Services. Knowledge of the relevant legislation, policies and procedures related to FPS. A driver's licence is a must as the officer may be expected to travel throughout the Province.

Duties: Ensure optimum compliance to the Legal Framework in rendering the service in Mpumalanga Province. Provide professional support and training to General Practitioners and Medical Officers/other health professionals involved in Forensic Pathology Service. Conduct complex and/or complicated forensic post-mortems. Coordinate the submission of forensic audit reports within Mpumalanga. Foster strategic links with key stakeholders both within and outside Mpumalanga Province. Provide professional advice to the Provincial Leadership on matters related to Forensic Pathology Service.

DEPUTY DIRECTOR: PREVENTION
Centre: Provincial Office, Nelspruit
Salary: R612 822 p.a. [Level 11] – MMS all inclusive 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/Sept/16/09

Requirements: B degree or equivalent and a Diploma in General Nursing. A minimum of 5 years appropriate / recognizable experience in nursing after registration with SANC. Current registration with SANC. Relevant Experience: Five (5) year's post qualification experience in clinical management of HIV, STI and TB. Knowledge: Understanding of the health system within the framework of National and provincial HIV, STI and TB policies and guidelines. Knowledge and understanding of the 909090 strategy and its implementation at all levels. Computer Literate with and advanced knowledge of Word, Excel, Power point and Project management software. Valid Driver's license. Generic Competence requirements: Community oriented approach to health. Advocacy, marketing. Good communication skills. Interpersonal relationship skills. Team leader and team player. Presentation skills. Planning and Organising.

Duties: Coordinate all clinical combination prevention programmes in the HAST unit. Facilitate the implementation of TB screening services. Facilitate

the implementation of PMTCT, VMMC, STI, HTS, HTA, youth and life skills, PEP and condom. Develop and review all prevention policies and protocols. Develop provincial prevention strategy based on the national prevention strategy. Manage both financial and non-financial activities for prevention programmes. Manage risks related to prevention programmes. Review performance on the prevention programme on a quarterly basis. Liaise with external stakeholders and developmental partners working with prevention programmes including programmes targeting key population. Liaise with relevant stakeholders in implementation of adherence guidelines as prevention strategy. Monitor the progress of each programme under prevention sub-directorate. Work closely with ACSM directorate for the implementation of ACSM to market prevention strategy and increase uptake. Provide technical expertise in prevention programmes for multi-sectorial approach in the prevention of HAST programme.

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

DEPUTY DIRECTOR: PHARMACEUTICAL PROGRAMME SUPPORT
Centre: Provincial Office, Nelspruit
Salary: R858 063 – R924 378 p.a. OSD Requirements
Reference No.: MPDoH/Sept/16/10

Requirements: Pharmacy Bachelor's degree. Current proof of registration with South African Pharmacy Council. Bachelor's degree in pharmacology and / or equivalent. At least 3 years relevant working experience. Current registration with South African Pharmacy Council as a Pharmacist (proof of registration must be attached). Knowledge of Provincial and national health policies, procedures and delegation pertaining to pharmacist, including essential drug list standard treatment guidelines and districts health system plan. Innovative, analytical thinking coupled with commitment to service excellence based on sound ethical principles. Ability to initiate, co-ordinate, manage and sustain the Programme through interactive approach. Appropriately theoretical and clinical knowledge. Sound organization, planning and decision making abilities. A valid driver's license.

Duties: Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formula. Supervise and pharmacist interns and pharmacy support personnel. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Administrative duties and record keeping, including stock control and assisting with budget. Attendance and feedback of allocated meetings. Supervision of junior staff.

**Note: This is a re-advertisement of post and those that applied before
NEED TO re-apply (again).**

DEPUTY DIRECTOR: PHARMACEUTICAL SERVICES
Centre: Ehlanzeni District, Nelspruit
Salary: R858 063 – R924 378 p.a. OSD Requirements
Reference No.: MPDoH/Sept/16/11

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 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

**Note: This is a re-advertisement of post and those that applied in 2015
NEED TO apply again.**

DEPUTY MANAGER: PHARMACEUTICAL SERVICES
Centre: Ehlanzeni District
Salary: R858 063 – R924 378 p.a. (OSD Requirements)
Reference No.: MPDoH/Sept/16/12

Requirements: Pharmacy Bachelor's degree/Diploma. Current proof of registration with South African Pharmacy Council. At least 5 years post registration experience as a pharmacist. Driver's license.

Duties: Overall responsibility and accountability for medicine supply management processes. Compile reports for submission to the District Management and Pharmaceutical services. Coordinate the District Pharmacy and Therapeutics committee. Develop, revise and ensure implementation of policies and procedures for pharmaceutical services. Coordinate implementation of direct delivery of medicine model. Monitor and compile reports on medicine availability in the District. Participate in the development and review of pharmaceutical policies. Provide expert advice and training to other healthcare. Compile and manage the pharmaceutical budget and monitor expenditure.

Provide support in the development of strategic and operational plan of Pharmaceutical services.

PHARMACY SUPERVISOR: PHARMACEUTICAL SERVICES (2 Posts)
Centre: Witbank TB Hospital, Mmametlhake Hospital
Salary: R686 322 - R728 436 p.a. MMS all inclusive package plus benefits including Rural allowance
Reference No.: MPDoH/Sept/16/13

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. Sound knowledge of the Pharmacy Act and the Medicine and Related Substance Control 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. Coordinate Hospital Pharmacy and Therapeutic committee. Ensure the implementation of the down referral system. Implement the essential drug Programme. Monitor pharmaceutical budget. Monitor implementation of policies and standard operating procedures. 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. Assist in the implementation of Provincial Comprehensive HIV/AIDS care and treatment plan (ARV's).

ASSISTANT MANAGER: PHARMACEUTICAL SERVICES (5 Posts)
Centre: Themba Hospital; Shongwe Hospital; Witbank Hospital, Barberton Hospital, Evander Hospital
Salary: R750 453 – 870 936 p.a. MMS all inclusive package plus benefits including rural allowance
Reference No.: MPDoH/Sept/16/14

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. Sound knowledge of the Pharmacy Act and the Medicine and Related Substance Control 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. Coordinate Hospital Pharmacy and Therapeutic committee. Ensure the implementation of the down referral system. Implement the essential drug Programme. Monitor pharmaceutical budget.

Monitor implementation of policies and standard operating procedures. 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. Assist in the implementation of Provincial Comprehensive HIV/AIDS care and treatment plan (ARV's).

**OPERATIONAL MANAGER: NURSING (PN-B3) MATERNITY WARD
(SPECIALITY UNIT)**

Centre: Gert Sibande District: Standerton Hospital

Salary: R465 939 – R524 415 p.a. Plus Rural Allowance equal to 8% of Basic salary

Reference No.: MPDoH/Sept/16/15

Requirements: Basic qualification accredited with the SANC in terms of Government Notice 425 (diploma/degree in Nursing and Midwife) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife. A minimum of seven years (7) appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing (Proof of Service Records to be attached) Current Registration with the SANC to practice.(Proof of registration to be attached). Submission of certified copies of documents; (certification not to be older than 3 months). Recommendations: Advanced Midwifery will be an advantage.

Duties: Provide and co-ordinate maternal and neonatal care, nursing and support service within the Unit. Establish and implement quality assurance processes and risk management systems. Ensure effective and efficient management of human and material resources. Develop and implement comprehensive nursing care plans for the Hospital. Ensure that nursing and health care is practiced in accordance with the relevant Nursing Act and Regulations .Participate in multidisciplinary quality teams' education and training of the nursing team .Gather health related data to ensure optimal future planning, optimally utilize control and empower employees to increase their moral and motivation .Effective management of resources. Managing the KPAs of sub-ordinates. Ensure adherence to the Batho Pele Principles and Patients Right Charter

OPERATIONAL MANAGER (PHC)

Centre: Ehlanzeni District: Renee Clinic

Salary: R465 939 – 524 415 p.a. [OSD requirements depending on years of experience]

Reference No.: MPDoH/Sept/16/16

Requirements: Basic R425 qualification i.e. Diploma/ Degree in Nursing. A Diploma in Clinical Assessment, treatment and Care or Community Health Nursing Science. Registration with the South African Nursing Council. Minimum of 9 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in the relevant speciality. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial policies and practices. Must have the following skills; Good interpersonal skills, planning and Organizational skills, good written and communication skills, Problem solving and analytical skills. Computer literacy. Valid driver's licence.

Duties: Manage and provide PHC facility supervisory duties in line with the PHC Supervision Guideline. Ensure clinical nursing practice by the nursing team in the facility in accordance with the scope and practice and nursing standard as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standard in accordance to the PHC delivery package. Ensure the implementation on National Core Norms and Standards including Six Priority Areas. Advocate for patients through ensuring adherence to Batho Pele Principles. Coordinate community involvement and participation. Manage and Monitor effective use and maintenance of assets and infrastructure of the facility. Monitor information management and documentation.

DEPUTY DIRECTOR: PRIMARY HEALTH CARE

Centre: Ehlanzeni District: Thaba Chweu Sub-District

Salary: R705 057 – R793 536 p.a. Salary to be determined in line with OSD requirements)

Reference No.: MPDoH/Sept/16/17

Requirements: Appropriate recognized Nursing Degree or equivalent, Degree/Diploma in nursing Administration or Health Service management. Primary Health Care trained and current register with SANC. At least 10 years

managerial experience in Primary Health Care. Good planning and organisational skills. Knowledge of the PFMA and other relevant prescripts. Good interpersonal skills. A valid B driver's licence.

Duties: Manage the Primary Health Care and programmes under Ehlanzeni District. Ensure the provision of proper health services in the clinics, mobile services and Community Health Centres.

Facilitate health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with Nursing, Administration and Support and other professional nurse with SANC in general nursing. Monitor and ensure proper utilization of financial and physical resources. Responsible for the supervision and evaluation of the performance of staff. Manage the office budget. Co-ordinate proper staffing of the facilities.

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

VICE PRINCIPAL: HEAD OF NURSING CAMPUS (PND-4)
Centre: Mpumalanga College of Nursing: Rob Ferreira Campus
(Nelspruit)

Salary: R 705 057 - R793 536 p.a. in terms of OSD package
Reference No.: MPDoH/Sept/16/18

Requirements: A Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as Professional Nurse PLUS a Post – Basic qualification in Nursing Education registered with SANC. Valid driver's licence. Willingness to travel extensively and work from different accredited clinical training facilities. **Experience:** A minimum of 10 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing, at least 6 years of the period referred to above must be appropriate /recognizable experience in Nursing Education after obtaining the 1 year Post-Basic qualification in Nursing Education. **Competences:** Excellent verbal and written communication skills, organisational and management skills. Ability to think critically and analytical, computer literacy, MS word, Power Point and Excel. Ability to function both independently and in a multidisciplinary team. Sound knowledge of Government policies and functional responsibilities of the department. Problem solving skills.

Duties: Provide academic and clinical services leadership. Conduct research. Manage the development of the curriculum. Monitor and evaluate the efficacy of the implementation of the curriculum. Monitor campus programmes. Monitor and evaluate the efficacy of the implementation of the curriculum. Co-ordinate the provision of education and training of student nurses. Manage clinical learning exposure to students between college and clinical areas. Develop

and ensure implementation of quality assurance programmes. Collaborate with other stakeholders and build a sound relationship within the department. Supervise staff under his/her span of control. Willing to travel within and outside the province.

MEDICAL OFFICER GRADE 1 (2 Posts)
Centre: Nkangala District: Mmametlhake Hospital
Salary: R686 322 – 739 368 p.a. (OSD requirements plus Rural Allowance 18% per month.
Reference No.: MPDoH/Sept/16/19

Requirements: MBCHB degree or equivalent qualification from recognized university. Current registration with the HPCSA as a medical practitioner. A valid work permit for non-South African citizens. Minimum of 5years (grade 2) or 10 years (grade3) experience after community service. Sound knowledge of medical ethics. Additional experience in relevant discipline will serve as a recommendation. **Competencies:** Professional competence in and knowledge of the application of clinical services. Knowledge of current clinical literature, current protocols, legislation, regulations and policies. Skills in terms of consultation, history taking, examinations, clinical assessment, management and clinical procedures. Good communication, problem solving and conflict management skills. Report writing skills, research and development of self and teaching of others. Facilitation, coordination, liaison, networking, and decision making skills. Demonstrable ability to use health information for planning. Professionalism, accuracy, flexibility, independence and ethical behaviour. Multidisciplinary management and team work. Computer literacy.

Duties: Provide clinical care to patients. Perform after hours duties and outreach programs. Participate in continuous medical education. Perform medical procedures. Provide holistic patient care inclusive of preventive treatment and rehabilitation. Provide ongoing medical management of patient with chronic medical conditions. Give medical input into team management. Supervise other MOs in proper taking, management and storage of health information, including discharge summaries. Deal with disability grants assessment. Provide input in medico-legal problems

PHARMACY SUPERVISOR
Centre: Gert Sibande District: Ermelo Hospital
Salary: R686 322– R728 436 p.a. (OSD Requirements)
Reference No.: MPDoH/Sept/16/20

Requirements: Pharmacy Bachelor's degree / Diploma. Current proof of registration with South African Pharmacy Council. At least 4 – 5 years post registration experience as a Pharmacist.

Duties: Overall management of the pharmacy department for the CHC and PHC including finance, and human resources and supply management. Compile reports for submission to hospital management. Assist in the coordination of the hospital drug and therapeutics committee. Control and supervision of junior staff. Develop, revise and implement policies and procedures in the pharmacy department. Review and dispensing of outpatient and inpatient prescription. Monitor patient's treatment as well as medicine usage by patient. Maintain accurate and appropriate records and statistics.

Provide medicine information, counselling and education to health professionals and patients. Supervision and training of interns and pharmacist assistants. Be responsible for the management, control and security of drug stock and equipment and ensure proper procedure for ordering, authorization, storage and control of drugs supplies. Exercise control over expenditure by ensuring non-wastage of pharmaceutical and other resources. Perform standby/on call and work overtime.

PHARMACIST GRADE 1 (2 posts)

Centre: Witbank TB Specialized Hospital & Bethal Hospital

Salary: R574 041 - R609 267 p.a. (OSD requirements)

Reference No.: MPDoH/Sept/16/21

Requirements: Pharmacy Degree or equivalent qualification. Current registration with the SA Pharmacy Council. Conversant with current pharmaceutical and related legislation. **Core competencies recommended:** Commitment to quality development of self and others. Computer literacy and good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills. Valid driver's licence.

Duties: Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train pharmacy support staff, interns, community servers and junior pharmacists. Participate in quality improvement plans in the hospital. Ensure discipline of staff and resolve grievances as they arise. Support visits to clinics and other hospitals.

NB: Any previous experience must be covered by the attachment of certified copies of Certificates of Service.

HEAD OF DEPARTMENT: Biological Sciences (PN-D3)

Centre: Mpumalanga College Of Nursing: Rob Ferreira Campus

Salary: R 479 928 – R 556 362 p.a.

Reference No.: MPDoH/Sept/16/22

Requirements: Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse; Post-Basic qualification in Nursing Education registered with SANC; Valid driver's license; Computer literacy. Registration: SANC as Professional Nurse in Nursing Education. Experience: A minimum of 9 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General nursing; At least 5 years of the period referred to above must be appropriate/recognizable experience in Nursing Education after obtaining the 1-year Post-Basic qualification in Nursing Education.

Duties: Co-ordinate theory and practical for Biological sciences courses for the basic program; Develop and design curricula; Conduct research in own field; Guide, supervise and evaluate performance of academic staff working under him/her and that of students; Compile, keep records and reports of his/her span of control; Implement national, provincial and institutional policies relevant to the discipline; Promote team work amongst team members; facilitate learning in his or her own component; Be willing to travel in and out of the province.

ASSISTANT MANAGER: NURSING

Centre: Gert Sibande District: Embhuleni Hospital

Salary: R465 939 – R540 147 p.a. as per OSD requirements

Reference No.: MPDoH/Sept/16/23

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

PRIMARY HEALTH CARE CLINIC SUPERVISORS: PN-B4 (2 posts)

Centre: Gert Sibande District: Chief Albert Luthuli Sub-District

Salary: R465 939 – R524 415 p.a. as per OSD requirements

Reference No.: MPDoH/Sept/16/24

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.

OPERATIONAL MANAGER: OPD

Centre: Gert Sibande District: Embhuleni Hospital

Salary: R465 939 – R524 415 p.a. as per OSD requirements

Reference No.: MPDoH/Sept/16/25

Requirements: A basic qualification accredited with SANC in terms of Government Notice R425 (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional. Minimum of 8 years appropriate /recognizable experience after registration with SANC as a Professional Nurse. At least 3 years of the period referred to above must be appropriate /recognizable experience at management level e.g. Operational Manager.

Duties: Provide strategic leadership to improve operational efficiency within the units. Manage and utilize resources in accordance with relevant directives and legislation (Human, Financial and material resources) within the units in line with the PFMA. 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 as well as the priorities of the National and Provincial Department of Health. Develop and monitor the implementation of

policies, programs, regulations, practices, procedures and standards pertaining to nursing care. Advocate and ensure the promotion of nursing ethos and professionalism. Monitor and conduct performance appraisals to personnel in the units. Relieve other Matrons from their duties when not available. Handle hospital bed booking book at due times.

OPERATIONAL MANAGER: Surgical ward
Centre: Gert Sibande District: Embhuleni Hospital
Salary: R465 939 – R524 415 p.a. as per OSD requirements
Reference No.: MPDoH/Sept/16/26

Requirements: A basic qualification accredited with SANC in terms of Government Notice R425 (Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional. Minimum of 8 years appropriate / recognizable experience after registration with SANC as a Professional Nurse. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level e.g. Operational Manager.

Duties: Provide strategic leadership to improve operational efficiency within the units. Manage and utilize resources in accordance with relevant directives and legislation (Human, Financial and material resources) within the units in line with the PFMA. 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 as well as the priorities of the National and Provincial Department of Health. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to nursing care. Advocate and ensure the promotion of nursing ethos and professionalism. Monitor and conduct performance appraisals to personnel in the units. Relieve other Matrons from their duties when not available. Handle hospital bed booking book at due times.

LECTURER GRADE 1 (PN-D1)
Centre: Mpumalanga College of Nursing: Rob Ferreira Campus, Nelspruit
Salary: R 317 271 – R 367 815 p.a. (OSD requirements)
Reference No.: MPDoH/Sept/16/27

Requirements: Basic R245 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse PLUS a Post-Basic qualification in Nursing Education registered with SANC. Valid driver's license; Computer literacy. SANC as Professional Nurse in Nursing

Education. **Experience:** A minimum of 4 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing.

Duties: Provide education and training to student nurses, co-ordinate clinical learning exposure to students between campus, college and clinical areas, support the mission and promote the image of the campus and college, implement assessment strategies to determine competencies and exercise control over students.

ASSISTANT DIRECTOR: CORPORATE SERVICES
Centre: Nkangala District: Witbank TB Hospital
Salary: R311 784 p.a. [Level 9] plus benefits
Reference No: MPDoH/Sept/16/28

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

Duties: Manage and supervise sections allocated under supervision. Compile management report. Form part of multi-disciplinary management team. Co-ordinate, supervise and ensure implementation of the Performance Management and Development System. Compile monthly, quarterly and annual reports. Supervising, evaluating and development of personnel in the hospital. Manage conflict and maintain discipline in the section. Responsible for Human Resource Management. Responsible for heading the Financial Management which includes: Revenue Generation and Budget Control. Ensure effective and efficient Patient Administration. Responsible for Admin Support Services and Logistics. Responsible for Hospital maintenance, housekeeping and Records keeping.

SPEECH AND AUDIOLOGY THERAPIST GR1
Centre: Gert Sibande District: Ermelo Hospital
Salary: R262 020 – R299 592 p.a. OSD requirements
Reference No.: MPDoH/Sept/16/29

Requirements: Relevant degree/diploma in Occupational Therapy. Current Registration with the HPCSA as Occupational Therapist. Must have completed two (2) years of Community Service. Additional experience would be an added advantage. Valid driver's license.

Duties: Assess and manage speech occupational health patients according to scope of practice. Perform departmental administrative tasks. Supervise

students, community Services Speech Therapists and Junior Speech Therapists. Participate in quality improvement projects.

DIETICIAN GR1

Centre: Gert Sibande District: Ermelo Hospital
Salary: R262 020 - R299 592 p.a. OSD requirements
Reference No.: MPDoH/Sept/16/30

Requirements: Must be in possession of BSC Dietetics, registration with the Health Professions Council of South Africa as a Dietician plus appropriate experience. Experience in a Public Hospital or similar State Facility. Knowledge of National and Provincial Health Legislative framework governing Dietetic service delivery .Computer literate and possession of a valid driver's license will be an added advantage.

Duties: Ensure provision of disease specific nutrition support, treatment and counselling to all clinical programmes at hospital. Provide ongoing nutrition education to staff and clients. Collect data and information required within the Hospital and Provincial Dietetic Services. Render effective implementation of nutritional programmes for HIV/AIDS and TB Patients.

RADIOGRAPHER GRADE 1 (2 Posts)

Centre: Gert Sibande District: Ermelo Hospital
Salary: R262 020 – R299 592 p.a. in terms of OSD requirements
Reference No.: MPDoH/Sept/16/31

Requirements: National Diploma/Degree in Radiography. Current registration with HPCSA as a Radiographer. Must have completed community service obligations. Knowledge of radiography equipment and procedures. Knowledge of safety protocols in compliance with the radiation protection board. Must have a caring ethos in execution of patient related tasks. Good verbal and written communication skills. Knowledge and experience of Public Service Policies, Acts and Regulations. Computer literacy and information management. Knowledge of PFMA. Knowledge of Batho Pele Principles. Ability to work under pressure.

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.

MEDICAL SOCIAL WORKER

Centre: Gert Sibande District: Ermelo Hospital
Salary: R211 263 – R244 908 p.a. in terms of OSD requirements
Reference No.: MPDoH/Sept/16/32

Requirements: A Degree or Diploma in Social Work. Registration with the SA Council of Social Service Profession. 4 years' experience in management and supervision. Good verbal and written communication skills. Ability to work under pressure in a team and creatively. Knowledge of Public Service Regulations, PFMA and Treasury Regulations. Computer literacy. Valid driver's licence.

Duties: Provide social services to patients facing substantial and challenging medical issues. Provide advice and support to patients and their families. Conduct assessment and care planning. Provide counselling and advocacy for patients. Participate in multidisciplinary teams to improve care of the patients. Implement and maintain relevant Department and National policies and other prescripts.

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CHIEF EXECUTIVE OFFICER

Centre: Shongwe Hospital

Salary: R898 743 p.a. [Level 13] all inclusive SMS package that must be structured according to the SMS dispensation. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The recommended candidates will be subjected to a competency assessment. The successful candidate must sign a performance agreement.

Reference No.: MPDoH/Sept/16/32

Requirements: A Degree / Advanced Diploma in a health related field. Registration with the relevant professional council plus a Degree / Diploma in Health Management or a Degree / Advanced Diploma in a Management field. At least five (5) years management experience in the health sector at least at middle management. Experience as a health service manager or significant experience in management in a health service environment. A valid Code B driver's licence is an inherent requirement. **Competencies: Knowledge:** Knowledge of relevant legislations such as National Health Act, Public Finance Management Act (PFMA), public Service and related regulations and policies. **Core-competencies:** strategic capabilities and Leadership programme and project management, financial management, change management, people management and empowerment.

Process Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

Duties: To plan, direct, co-ordinate and manage the efficient and effective of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. **Strategic Planning:** Prepare a strategic plan for the hospital to ensure that it is in line with the ten

(10) point plan, National, Provincial, Regional and District Plans. **Financial Management:** Maximise revenue through collection of all income due to the hospital, ensure that the hospital is managed within budget in line with PFMA and relevant guidelines, ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. **Facility management:** ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that system and procedure are in place to ensure planning and timeous maintenance of facilities and equipment. **Human Resource Management:** Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. **Procurement and Management of Equipment and Suppliers:** Implement procurement and provisioning system that is fair, transparent, competitive and cost-effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost-effective and timely manner. **Clinical and corporate governance:** Oversee clinical governance to ensure high standards of patient care establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.

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

N.B. The following posts and those with their Centre as Provincial Office should be sent to:

The Head of Department
Department of Health
Mpumalanga Province
Private Bag X 11285
NELSPRUIT
1200

ATTENTION: MS. DOLLY KHOZA @ (013) 766 3087

Other posts for **Ehlanzeni District** should be sent to:

The District Manager
Ehlanzeni Health District
Mpumalanga Province
Private Bag X 11 278
NELSPRUIT
1200

FOR ATTENTION: MR. ISAAC ZITHA @ Telephone Number 013 755 5100

Posts for **Nkangala District** should be sent to:

The District Manager
Nkangala Health District
Mpumalanga Province
Private Bag X 7296
EMALAHLENI
1035

FOR ATTENTION: MR. MNDENI DHLADHLA @ Telephone No: 013 658 1000

Posts for Gert Sibande District to be sent to:

The District Manager
Gert Sibande Health District
Mpumalanga Province
P. O. Box 9028
ERMELO
2350

FOR ATTENTION: MR. DAN MTHETHWA @ Telephone No: (017) 811 1643

CLOSING DATE FOR ALL POSTS: Friday, 07 OCTOBER 2016 (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 representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer/promotion/appointment will promote representivity will receive preference. (People with disabilities are requested to apply and indicate such in their application forms)

Application forms should be submitted on Z83 form obtainable from any public services.

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

PLEASE NOTE: ONE APPLICATION FORM PER POST. No faxed applications will be accepted.

NB: Candidates who are not contacted within 3 months after the closing date must consider their applications as having been unsuccessful except for professional posts, which will be finalised within 4 months.

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

