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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 32 OF 2023

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1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

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.

CLOSING DATE

: 22 September 2023

NOTE

: NB. Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 days after the closing date must consider their applications as having been unsuccessful. Please Note the Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications).

ERRATUM: Kindly note that the posts were posted in the Public Service Vacancy Circular 28 of 2023 dated 11 August 2023, the posts of an Operational Manager Nursing (PN-B3): Postnatal Ward (Replacement) (Barberton Hospital: Ehlanzeni District) with Ref No: MPDoH/Aug/23, Assistant Director: Information Management (Re-advertisement) (Ehlanzeni District Office, Mbombela (Nelspruit) with Ref No: MPDoH/Aug/23, Assistant Director: Finance (Replacement) (Carolina Hospital, Gert Sibande District) with Ref No: MPDoH/Aug/23, Professional Nurse Grade 1 (PN-B1): Operating Theatre (Replacement) (Middelburg Hospital, Nkangala District) with Ref No: MPDoH/Aug/23, Senior Administrative Officer: Health Information (Witbank Hospital, Nkangala District) with Ref No: MPDoH/Aug/23, Professional Nurse Grade 1-2: General Nursing (Replacements, X4 Posts) (Gert Sibande District: Evander Hospital) (X1 Post), Standerton Hospital (X2 Posts) and Nkangala District: Waterval CHC (X1 Post) with Ref No: MPDoH/Aug/23 and Pharmacist Assistant (Post Basic) Grade 1 (Replacement) (Middelburg Hospital, Nkangala District) with Ref No: MPDoH/Aug/23 and the post was posted in the Public Service Vacancy Circular 30 of 2023 dated 25 August 2023, posts of Professional Nurse (PN-B1): Advanced Midwifery (Embhuleni Hospital, Gert Sibande District) with Ref No: MPDoH/Aug/23/611, Artisan (Production) Grade 1: Plumber (Standerton Hospital, Gert Sibande District) with Ref No: MPDoH/Aug/23/621 Artisan (Production) Grade 1: Carpenter (Standerton Hospital, Gert Sibande District) with Ref No: MPDoH/Aug/23/622, these posts has been withdrawn.

OTHER POSTS

<u>POST 32/279</u>	:	<u>MEDICAL SPECIALIST GRADE 1-3: ANAESTHESIOLOGY REF NO: MPDOH/SEP/23/623 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 214 805 – R1 288 095 per annum, (Depending years of experience in terms of OSD). Grade 2: R1 406 565 – R1 469 883 per annum, (Depending years of experience in terms of OSD). Grade 3: R1 605 330 – R2 001 927 per annum, (Depending years of experience in terms of OSD).
<u>CENTRE REQUIREMENTS</u>	:	Rob Ferreira Hospital (Ehlanzeni District) Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology (2023). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Anaesthesiology. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. Grade 1: None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one (1) year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Anaesthesiology) for foreign qualified employees. Grade: 2: A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Anaesthesiology) for foreign qualified employees. Grade 3: A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of eleven (11) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Anaesthesiology) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.
<u>DUTIES</u>	:	Supervising the management of and managing Anaesthesiology and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained. Comply with the Performance Management and Development System (contacting, quarterly reviews and final assessment).
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za

<u>POST 32/280</u>	:	<u>ASSISTANT MANAGER NURSING (PN-B4): ADVANCED MIDWIFERY REF NO: MPDOH/SEP/23/624</u>
<u>SALARY</u>	:	R683 838 – R767 184 per annum, (Depending years of experience in terms of OSD).
<u>CENTRE</u>	:	Rob Ferreira Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12) or equivalent qualification plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse and Midwifery (2023). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Advanced Midwifery Nursing. Minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing (2023). At least six (06) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Advanced Midwifery Nursing. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level. Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework .Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.
<u>DUTIES</u>	:	Provide effective management and professional leadership in the specialized units. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles nursing and clinical governance are implemented Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of PMDS, monitor implementation of NCS and Ideal Hospital framework and interpret its impact on service delivery. Co-ordinate and participate in health promotion activities and monitor and evaluation of data. Demonstrate basic computer literacy as a support tool to enhance service delivery.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 32/281</u>	:	<u>OPERATIONAL MANAGER NURSING (PN-B3): POSTNATAL WARD (REPLACEMENT) REF NO: MPDOH/SEPT/23/625</u>
<u>SALARY</u>	:	R627 474 – R724 278 per annum, (Depending years of experience in terms of OSD).
<u>CENTRE</u>	:	Barberton Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2023) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Advanced Midwifery. A minimum of nine (09) years

	appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Midwifery after obtaining the 1 year post basic Advanced Midwifery and Neonatal Nursing Science. A post basic qualification in Nursing Administration will be an added advantage. Competencies/Knowledge/Skills: Leadership, ward Management/Administration, planning, Organizing, co-ordination, and communication skills. Ability to take charge and make appropriate independent decisions. Knowledge of administrative policies and Guidelines. Display empathy for patients, promoting advocacy and Facilitate holistic treatment and Nursing care.
<u>DUTIES</u>	: The candidate will be responsible for planning, Organizing, Managing, and coordinating as well as maintaining an optimal, Specialized Nursing Services as an Operational Manager in Postnatal ward. Develop / establish and maintain constructive working relationships with Nursing and Stakeholders (i.e., inter-professional, inter-sector and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of Nursing guidelines, practice, Standards, and Procedures. Perform clinical nursing practice in accordance with the scope of practice and nursing standards. Implement quality improvement programmes, e.g. PMTCT, MBFI, ESMOE, PPIP, MOMCONNECT, HBB, etc. Maintain Professional Growth / Ethical standards and self-development. Demonstrate effective communication with patients, supervisors, other health professionals, and junior colleagues including more complex report writing when required. Deliver a supportive service to the Nursing Service and the institution by talking overall supervision after hours and on weekends. Ensure implementation and compliance with the Norms and standards and Ideal Hospital Framework and develop Quality improvement plans. Manage Performance and Development staff as well as participating in the Managers Scheduled meetings. Exercise control of discipline, Grievance, and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify, develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and Safety Acts and well the applicable prescripts. Implementation and management of infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.
<u>ENQUIRIES</u>	: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	: Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 32/282</u>	: <u>ASISTANT DIRECTOR: INFORMATION MANAGEMENT REF NO: MPDOH/SEPT/23/626</u> (Re-Advertisement)
<u>SALARY</u>	: R527 298 per annum, (plus service benefits)
<u>CENTRE</u>	: Ehlanzeni District Office, Mbombela (Nelspruit)
<u>REQUIREMENTS</u>	: Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Statistics / Public Administration / Public Management / Information Management plus 3 - 5 years' relevant experience in health environment of which three (3) years' experience must be at supervisory / managerial (Level 7/8). Knowledge of the Integrated Health Planning systems: DHIS, Tier.Net, Ideal Clinic/Hospital and LOGIS. The following skills will serve as a recommendation: analytical skills and/or statistics skills. Should possess the following skills: Ability to apply technical/professional skills. Ability to accept responsibility and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication. Must have good Interpersonal relations, planning, execution, information monitoring skills and good leadership skills. Valid driver's license.
<u>DUTIES</u>	: To provide Health Information Management Services. Coordinate and facilitate the collection and analysis of Health Information. Report hospital performance based on identified health indicators. Administer and maintain effective Health Information Management system. Support the implementation and coordination of data flow policy and data quality strategies on performance information in the district. Support

the sub-district on data collection on a monthly and quarterly basis. Support facilities and districts on data quality, data analysis and data clean-up. Provide logistical support on training and capacity building of information officers and data capturers. Support audit processes and the implementation of performance audits for all facilities. Provide / supervise logistical support to the Information Management in the district.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 32/283 : **CLINICAL PROGRAMME CO-ORDINATOR GR1 (PN-A5): MOTHER, CHILD, WOMAN, YOUTH & HEALTH (MCWYH) REF NO: MPDOH/SEPT/23/627**

SALARY : R497 193 - R559 686 per annum, (Depending years of experience in terms of OSD).

CENTRE REQUIREMENTS : Steve Tshwete Sub-District (Nkangala District)
: Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2022). A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Experience in infection control and prevention. Training in infection control will be an added advantage. Computer literacy. Understanding of infection control policy, good interpersonal skills, ability to plan and organize, presentation skills, conflict management skills, people management.

DUITES : Coordinate Mother, Child, Women, Youth and Health (MCWYH) programme in the Sub-District and liaise with Districts and other sectors on issues related to the programme. Develop strategic plans, policies and protocols on implementation of MCWYH programme. Support Sub Districts with the implementation of national and provincial policies. Render technical support, advices and capacity building of personnel. Manage the MCWYH services in the Sub-District. Support the implementation of norms and standard for MCWYH programme. Manage the programme's finances and budget. Monitor and evaluate the impact of the programme. Compile reports.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 32/284 : **PROFESSIONAL NURSE GRADE 1 (PN-B1): OPERATING THEATRE (REPLACEMENT) REF NO: MPDOH/SEPT/23/628**

SALARY : R431 265 – R497 193 per annum, (Depending years of experience in terms of OSD).

CENTRE REQUIREMENTS : Middelburg Hospital (Nkangala District)
: Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Theatre Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Theatre Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards.

	Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	: Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 32/285</u>	: <u>PROFESSIONAL NURSE GRADE 1 (PN-B1): ADVANCED MIDWIFERY REF NO: MPDOH/SEPT/23/631 (X3 POSTS)</u>
<u>SALARY</u>	: R431 265 – R497 193 per annum, (Depending years of experience in terms of OSD).
<u>CENTRE</u>	: Rob Ferreira Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	: Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Advanced Midwifery Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Advanced Midwifery Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	: Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 32/286</u>	: <u>PROFESSIONAL NURSE GRADE 1 (PN-B1): OPERATING THEATRE REF NO: MPDOH/SEPT/23/637 (X6 POSTS)</u>
<u>SALARY</u>	: R431 265 – R497 193 per annum, (Depending years of experience in terms of OSD).
<u>CENTRE</u>	: Rob Ferreira Hospital (Ehlanzeni District)

<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Theatre Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Theatre Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>POST 32/287</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC (REPLACEMENT)</u> <u>REF NO: MPDOH/SEPT/23/638</u>
<u>SALARY</u>	:	R431 265 – R 497 193 per annum, (Depending years of experience in terms of OSD).
<u>CENTRE</u>	:	Rockdale CHC (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Primary Health Care Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-

operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 32/288 : **ASSISTANT DIRECTOR: FINANCE (REPLACEMENT) REF NO: MPDOH/SEPT/23/639**

SALARY : R424 104 per annum, (plus service benefits)
CENTRE : Carolina Hospital (Gert Sibande District)
REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree in Finance / Financial / Accounting with 3 – 5 years' extensive relevant experience of which three (3) years' experience must be at supervisory / managerial (level 8) within Financial / Accounting Management Environment. Knowledge of legislative prescripts governing the public sector Financial Administration, but emphasis should be on the Public Finance Management Act and Treasury Regulations, the Preferential Procurement Policy Framework Act of 2000, supply chain management. A guide to Accounting Officer / Authority and practice notes. Full knowledge of management and performance on the transversal system used in Government. Skills such as MS Word and Excel Spreadsheet application of any software, financial analytical skills, will be a pre-requisite. Extensive knowledge of all relevant legislation. Practical knowledge of Basic Accounting System (BAS) and LOGIS including SCOAA (Standard Chart of Accountants). Analytical skills. A valid driver's licence.

DUTIES : Responsible for the effective financial management and accounting which includes: the implementation of financial systems and timely submission of financial reports in strict compliance with the PFMA and other prescripts, preparation and maintenance of bank reconciliation statements, preparation, compilation and interpretation of Interim and Annual Financial Statements. Develop and manage the budget processes in the institution in conjunction with hospital management and other stakeholders in line with departmental financial strategy. Improve supply chain management compliance in line with related prescripts. Develop, implement and monitor measures designed to optimize revenue collection. Manage institutional fleet, and maintenance/repairs of infrastructure and buildings. Ensure that all payments for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Reconcile all ledger accounts with control accounts in the ledger. Liaise with relevant role players regarding transversal financial matters. Ensure that all financial records and documents are kept safe and up to date. Must be able to identify, develop and implement internal controls (including policies) to prevent unauthorized, irregular and fruitful expenditure. Ensure effective management of debtors. Manage Finance staff, undertake human resource and other related administrative functions, and ensure sound financial management is provided all the time within the hospital. Identification of measure cost drivers and develop strategies to minimize over spending of budget.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 32/289 : **SENIOR ADMINISTRATIVE OFFICER: HEALTH INFORMATION REF NO: MPDOH/SEPT/23/640**

SALARY : R359 517 per annum, (plus service benefits)
CENTRE : Witbank Hospital (Nkangala District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent plus six (6) years relevant experience or Diploma / Degree (NQF Level 6/7) Public Administration / Public Management, Statistics Management / Information Management. Advanced Computer Literacy

with the ability to work on Microsoft Word, Power point, Micro, Excel and access, good analytical skills, Good written and verbal communication skills, Good report writing skills, good presentation skills, Good Inter-personal relations and the ability to work independently and under pressure, ability to apply technical and professional skills, Support the implementation and coordination of health information management policies, a Minimum of 7 Years extensive Knowledge of the district health information systems (DHIS ,Tier.net, Datcov, HPRS,) and National Tertiary Services grant System.

DUTIES : Responsible for supervision of Data Capturers, Conduct Database management of DHIS and other relevant systems in the Hospital, Conduct facility data audits and wards support, tertiary services data collection. Coordinate the implementation of health information processes in the hospital, Monitor Collection, Capturing and timeous submission of accurate statistics from wards to information office daily. Check files to ensure that data captured is correct and complete, Conduct facility data reviews, Support Managers with reports, Ensure accuracy of Data Management.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 32/290 : **EMS SHIFT LEADER GRADE 3 - 4 (REPLACEMENT) REF NO: MPDOH/SEPT/23/641**

SALARY : Grade 3: R303 486 - R339 840 per annum, (Depending years of experience in terms of OSD)
Grade 4: R359 691 - R406 461 per annum, (Depending years of experience in terms of OSD)

CENTRE : EMS Mbombela Central (Ehlanzeni District)
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent. Ambulance Emergency Assistant / Emergency Care Technician / Critical Care Assistant / National Diploma in Emergency Medical Care / Bachelor of Technology in Emergency Medical Care. Minimum of three (3) years' experience after registration with the Health Professions Council of South Africa (HPCSA) as ANT / ECT / Paramedic ECP. Current registration with the Health Professions Council of South Africa (HPCSA) (2023). Unendorsed driver's license (C1) and valid professional drivers permit (PrDP). Candidates are expected to write an assessment test and test driving. Be able to work under pressure and excessive hours. Basic knowledge of labour relations. Computer literacy. Good communication skills (verbal and written).

DUTIES : General office administration be responsible of all EMS activities on a shift Human Resource Management. Analyse Patient Report Forms. Rendering of patient management at an Intermediate Life Support level or above. Compile Management Reports. Maintain response times. Maintain discipline on shift. Complete trip authorities for staff. Maintain checklist for vehicles and equipment's.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 32/291 : **PROFESSIONAL NURSE GRADE 1-2 (PN-A2): GENERAL NURSING (REPLACEMENTS) REF NO: MPDOH/SEPT/23/647 (X6 POSTS)**

SALARY : R293 670 – R409 275 per annum, (Depending years of experience in terms of OSD).

CENTRE : Evander Hospital (X2 Posts)
Standerton Hospital (X2 Posts)
(Gert Sibande District), Waterval CHC (X1 Post)
Machadodorp Clinic (X1 Post) (Nkangala District)

REQUIREMENTS : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (I.E. Diploma/

Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse (2023). Grade 1: A minimum of 1-10 years appropriate / recognizable Theatre experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills.

DUTIES : Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho-Pele). Effectively manage resources allocated in your unit.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 32/292 : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 (REPLACEMENT) REF NO: MPDOH/SEPT/23/648**

SALARY : R239 682 – R269 730 per annum, (Depending years of experience in terms of OSD).

CENTRE REQUIREMENTS : Middelburg Hospital (Nkangala District)
: Senior Certificate / Grade 12 plus registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2023). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behavior.

DUTIES : Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations. Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za

POST 32/293 : **EMERGENCY CARE OFFICER GRADE 3 (REPLACEMENT) REF NO: MPDOH/SEPT/23/649**

SALARY : R197 343 - R255 087 per annum, (Depending years of experience in terms of OSD)

CENTRE REQUIREMENTS : Middelburg EMS Station (Nkangala District Office)
: Senior Certificate / Grade 12 or equivalent. Ambulance Emergency Assistant certificate. Registration with the Health Professions Council of South Africa (HPCSA) as an Ambulance Emergency Assistant (2023). Unendorsed driver's license (C1) and valid professional drivers permit (PrDP) for transporting patients.

Candidates are expected to write an assessment test and test driving. Knowledge, Skills and Competencies: The incumbents of these posts will report to the EMS Station Manager: Emergency Medical Services, and will be responsible to provide pre-hospital treatment within the scope of Intermediate Life Support and transport patients to an appropriate health facility in order to minimize the loss of life. The ideal candidates must: Possess knowledge of Intermediate Life Support Protocols. Have understanding of EMS and its line of business. Possess knowledge of basic Medical Rescue. Possess knowledge of Rules and Regulations of Road Traffic Ordinance. Possess good communication skills. Have practical patient management skills. Have the ability to implement emergency procedures. Have the ability to work under pressure. Be able to operate in any EMS environment i.e. Emergency ambulance, Obstetric ambulance, inter-facility ambulance, communication centres and Patient Transport Services as per the allocation or deployment by EMS management.

DUTIES

: Treat, stabilize and transport patients according to the Intermediate Life Support scope of practice as per HPCSA Protocols. Respond to all calls as dispatched by the Communication Centre or as requested by other medical professionals to assist with Intermediate Life Support of patient treatment. Maintain best clinical practice in accordance with quality standards and maintaining Continuous Professional Development (CPD). Maintain vehicle and medical equipment, check the allocated vehicle and equipment and complete the checklist, report all losses, damages and discrepancies to the Shift Leader. Wash, clean and disinfect the interior/exterior of the vehicle and maintain the vehicle in a clean condition and good working order at all times. Change and replenish surgical sundries and medical gases and ensure that all items are used before expiry date. Assist in maintaining a clean and tidy station. Complete and submit all paperwork to the Shift Leader before the termination of the shift or as required. Hand over the vehicle and equipment to the next shift/relevant authority fully replenished, clean and in good working order. Abide by the EMS Standard Operational Procedures. Actively participate in training and quality assurance programs. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties.

ENQUIRIES

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APPLICATIONS

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