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Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 05 OF 2024

DATE ISSUED 09 FEBRUARY 2024

### 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](http://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.*

<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	23 February 2024
<b><u>NOTE</u></b>	:	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 Z 83, 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 shortlisted 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. <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> 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) N.B. Applicants are advised to apply as early as possible to avoid disappointments.

**OTHER POSTS**

<b><u>POST 05/32</u></b>	:	<b><u>CLINICAL PSYCHOLOGIST GRADE 1: MENTAL HEALTH NHI GRANT REF NO: MPDOH/FEB/24/744</u></b> Two (2) Year Contract
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R790 077 - R866 658 per annum, (Depending years of experience in terms of OSD). Nkangala District Office: Emalahleni Senior Certificate / Grade 12 plus Master's Degree in Clinical Psychology. Current registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist (2024). Knowledge, Skills and Competencies: Sound clinical knowledge regarding Clinical Psychology diagnostic assessment and treatment procedures. Knowledge and the ability to administer and interpret psychological tests. Ability to function in a multi-disciplinary team. Excellent Communication and interpersonal relationship skills. Quality Assurance and Improvement. Problem solving skills. Competency in psychological assessment and report writing within the context of forensic Mental Health Care services. Ability to develop and implement psychological rehabilitation programmes. Teaching and training ability. Administration skills. Knowledge of all applicable legislation pertaining to Mental Health Care and forensic Mental Health. Psychotherapeutic and clinical knowledge in patient assessment, diagnosis and treatment across the lifespan. Ethical and legislative framework of practice. Departmental guidelines and policies. Evidence based psychological practice. Understanding of broader community, cultural, contextual and socio-economic factors which impact mental health. Ability to work within a multidisciplinary team. Good organization and time management skills. Excellent communication and interpersonal relations. Sensitivity to gender, racial, ethnic, sexuality and disability issue. Computer Literacy in Microsoft Word, Excel, Outlook, PowerPoint, etc. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Development and implementation of Clinical Psychology services within the district. Provision of effective psycho-diagnostic and psycho-therapeutic services to both general and forensic mental health services. Perform all the statutory functions applicable to the relevant function, compile court reports and attend to court enquiries and the other task emanating from the courts. Develop and render psychotherapeutic programmes for acute and sub-acute MHCUs. Attend to relevant

administrative matters. Provide teaching and training to Junior Clinical Psychologists and other clinical staff and participate in district outreach programmes. Undertake mental health research when required. Ability to conduct individual, group, family psychotherapy and forensic observation. Maintain accurate records and statistics. Offer outreach services to outlying institutions within the district. Ensure the rendering of clinical psychologist services to hospital facilities. Ensure the development of training material and provide training in mental health to the wider MDT. Part of a multidisciplinary team. Outreach to regional and district hospitals and PHC Participation in the development of psychological services in the region. Participation in academic activities.

**ENQUIRIES**

: Ms. Glory Mokone Tel No: (013) 766 3340 / 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 / Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 05/33**

: **REGISTERED COUNCILLOR GRADE 1: MENTAL HEALTH NHI GRANT REF NO: MPDOH/FEB/24/758 (X14 POSTS)**  
Two (2) Year Contract

**SALARY CENTRE**

: R645 129 - R713 835 per annum, (Depending years of experience in terms of OSD).

**Ehlanzeni District:**

City of Mbombela Sub-district (X2 Posts)

Nkomazi Sub-district (X2 Posts)

Bushbuckridge Sub-district (X2 Posts)

Thaba Chweu Sub-district (X1 Post)

**Gert Sibande District:**

Chief Albert Luthuli Sub-district (X1 Post)

Govan Mbeki Sub-district (X1 Post)

Lekwa Sub-district (X1 Post)

**Nkangala District:**

Emalahleni Sub-district (X1 Post)

Thembisile Hani Sub-district (X1 Post)

Dr JS Moroka

Cluster Steve Tshwete and Emakhazeni Sub-districts (X1 Post)

**REQUIREMENTS**

: Senior Certificate / Grade 12 plus Honors / Psych Degree in Psychology recorded on the National Learner Record Database (NLRD) on at least a NQF 7 or higher level. Current registration with Health Professional Council of South Africa (HPCSA) as a Registered Counsellor (2024) (Independent practice). Knowledge of appropriate policies and legislation in mental health. Good communication skills, decision making skills, problem solving, planning and organizational skills. Ability to work in a multidisciplinary team. Computer Literacy in Microsoft Word, Excel, Outlook, PowerPoint, etc. Ability to work under pressure, independently and in a team, presentation skills, good interpersonal skills and report writing. Valid driver's licence.

**DUTIES**

: Rendering of psychologically related interventions: (e.g. Counselling, Crisis Intervention, Debriefing, Problem Oriented Intervention, and Trauma & Suicide). Ensure the rendering of a professional, integrated service by Employee Health and Wellness to employees. Improve the mental well-being of members by providing psychological, emotional, and personal and work- interventions. Work in a multi-disciplinary Employee Health and Wellness Team, Assist in Psychometric testing. Assist in conducting Organizational Mental health screening and team building initiatives. Offer supervisory services to other psychology professionals. Management of projects and mental health related initiatives. Psych education and mental health promotion. Assist with the facilitation of Assessment Centres. Conducting mental health campaigns as per the departmental calendar. Management of human, physical and financial resources. Assist in the development of Organizational Norms, Standards and Procedures. Willingness to travel. Willingness to work long hours.

**ENQUIRIES**

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**POST 05/34**

: **OCCUPATIONAL THERAPIST GRADE 1: MENTAL HEALTH NHI GRANT REF NO: MPDOH/FEB/24/760 (X2 POSTS)**  
Two (2) Year Contract

**SALARY CENTRE**

: R359 622 – R408 201 per annum, (Depending years of experience in terms of OSD).

Ehlanzeni District Office: Mbombela (X1 Post)

Gert Sibande District Office: Ermelo (X1 Post)

**REQUIREMENTS**

: Senior Certificate / Grade 12 plus appropriate qualification that allows for the registration with the HPCSA in the relevant profession (where applicable). Current registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist (2024) (Independent

Practice). A valid work permit will be required from non-South Africans. Grade 1: No experience after registration with the HPCSA as an Occupational Therapist (Independent Practice). Minimum of 1 year relevant experience after registration with a recognised Foreign Health Professions and / or the HPCSA as an Occupational Therapist (Independent Practice) for foreign qualified employees. Interest in the field of mental health. Knowledge of appropriate policies and legislation in mental health. Good communication skills, decision making skills, problem solving, planning and organizational skills. Ability to work in a multidisciplinary team. Basic computer literacy. Valid driver's licence.

**DUTIES**

: Render comprehensive mental health occupational therapy service in primary health care that complies with the standards and norms as indicated by mental health care Act 17 2002. Assessment and treatment of patients in the district. Develop community support groups for MHC Users. Involvement in the assessment of trial awaiting detainees. Implement quality assurance measures and participate in the formulation and review of strategies in the district. Be responsible and assist in the management of all allocated resources. Effective report writing, record keeping and data collection skill is needed. Working well within the MDT set up.

**ENQUIRIES**

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**POST 05/35**

: **SOCIAL WORKER GRADE 1: MENTAL HEALTH NHI GRANT REF NO: MPDOH/FEB/24/765 (X5 POSTS)**  
Two (2) Year Contract

**SALARY CENTRE**

: R294 411 – R338 712 per annum, (Depending years of experience in terms of OSD).

: **Ehlanzeni District:**

City of Mbombela Sub-district (X1 Post)

Bushbuckridge Sub-district (X1 Post)

**Gert Sibande District:**

Chief Albert Luthuli Sub-district (X1 Post)

Msukaligwa Sub-district (X1 Post)

**Nkangala District:**

Cluster Steve Tshwete and Emakhazeni Sub-districts (X1 Post)

**REQUIREMENTS**

: Senior Certificate / Grade 12 plus Degree in Social Work. Current registration with the South Africa Council for Social Services Profession (SACSSP) as a social worker (2024). Knowledge, Skills, Training and Competencies Required: Sound knowledge and understanding of mental health care act 17 of 2002. Time management policy development, counselling, Tact and Diplomacy, Planning and Organizing Skills. Good interpersonal relations, communication, facilitation presentation and report writing, innovation skills. Sound professional and ethical behaviour including professionalism, team orientation, reliability, integrity, confidentiality, etc. Ability to work under pressure with good tact and diplomacy. Advisory, monitoring and evaluation interpretation, policy analysis and research. Interest in the field of mental health. Knowledge of appropriate policies and legislation good communication skills, decision making skills, problem solving and basic computer literacy. Valid driver's licence.

**DUTIES**

: Render mental health services with regards to the care, support, protection and development of vulnerable, groups, families and communities that justify relevant interventions. Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically. Implement the recommended interventions by providing continuous support, counselling guidance and advice to the affected individuals, groups, families and communities. Monitor and evaluate effectiveness of the recommended interventions, report on progress and identify further/ amended intervention top address the identified conditions. Study, interpret, apply and give information on legislation and policies in the identified work field to social auxiliary workers, students, volunteers and other role players or stakeholders. Perform all the statutory functions applicable to the relevant function, compile court reports and attend to court enquiries and the other task emanating from the courts. Produce and maintain records of social work interventions and process and outcomes. Support social auxiliaries, students and volunteers. Keep up to date with the new developments in the social work and social work welfare fields. Monitor and study social services, legal and policy framework continuously. Liaise or attend meetings with other departments and non-governmental institutions to take cognizance of the latest developments in the relevant fields. Undertake first level social work research and developments, engage in continuous professional development as prescribed. This would inter alia, entail the following: study professional journals and publications in order to ensure that cognizance is taken of new developments. Provide social work service to mental health Care User and their families. Psychosocial assessment/screening of mental health care users and their families in regard to their circumstances. Home visits to trace family members. Intervention through casework, group work and community work function as member

**ENQUIRIES**

of the multi professional team. Assist with court referrals. Engage in continuous professional development and in-service training. Compile report and comprehensive record keeping.  
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