

## PROVINCIAL ADMINISTRATION: MPUMALANGA

## DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS &amp; TRADITIONAL AFFAIRS

*The Mpumalanga Department of Co-Operative Governance, Human Settlements & Traditional Affairs is an equal opportunity department and the Department's intention is to promote equity through the filling of this post.*

- APPLICATIONS** : Applications must be posted to: The Director: Human Resource Management and Development, Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X11328, Mbombela, 1200. Or Email to: [Coghstarecruitment@mpg.gov.za](mailto:Coghstarecruitment@mpg.gov.za)  
Hand delivered to: Rhino Building extension 2 No.7 Government Boulevard, Riverside Park, Mbombela, 1200.
- CLOSING DATE** : 13 June 2025
- NOTE** : Application must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by recent detailed Curriculum Vitae only, to be considered. Shortlisted candidates will be required to submit certified copies of all qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department Co-operative Governance, Human Settlements and Traditional Affairs is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the Department's Equity Plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to shortlisted candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); Qualification verification and Pre-Entry Assessment as well as Competency Assessment. Short-listed candidates will be expected to avail themselves at the Department's convenience. The Department reserves the right not to make an appointment. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

## OTHER POST

- POST 18/190** : **ENGINEER PRODUCTION GRADE A (ELECTRICAL) REF NO: COGHSTA/01**  
24 Months Contract  
(Municipal Infrastructure)
- SALARY** : R879 342 per annum, (OSD), an all-inclusive MMS package
- CENTRE** : Mbombela (Head Office)
- REQUIREMENTS** : A Senior Certificate and a National Diploma/BTech / Bachelor's Degree in Electrical Engineering or equivalent qualification. A minimum of 3 years' experience within the infrastructure planning and development environment. Registration with Engineering Council of South Africa as a Professional Engineer. A valid Driver's License Skills and Competencies: Good interpersonal relations, Presentation and facilitation skills. Competent in Strategic Management and Leadership Capabilities, Financial Management, Service Delivery Innovation, Problem Solving and Analytical skills, People Management and Stakeholder Management, Client Orientation and Customer Focus, Honest and Integrity. Knowledge of Project and Programme Monitoring. Knowledge of infrastructure development and programme management. Knowledge of legal compliance. Good communication skills (verbal and written) Computer Literacy.
- DUTIES** : Provide technical support in evaluating business plans and technical reports for the proposed electrification projects. Support municipalities and facilitate municipal energy infrastructure development. Monitor and support municipalities with implementation of electrification programme. Ensure the management of infrastructure finance. Co-ordinate energy services planning. Provide technical support with development and implementation of energy plans, legislative frameworks and strategies. Support municipalities with coordination of electricity infrastructure projects. Assess the functionality of electricity infrastructure and address areas of intervention. Conduct site visits/meetings to ensure compliance with business plans conditions. Provide monthly and quarterly performance reports on infrastructure related.
- ENQUIRIES** : Mr. PP Mokwena Tel No: (013) 766 6225 and Ms. NI Mashego Tel No: (013) 766 6543

## DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

*It is the strategic intent of the Department to promote employment equity in terms of race, gender and disability through the filling of these posts with candidates whose transfer, promotion or appointment will promote equitable representativity in line with the numeric targets as contained in the departmental Employment Equity plan.*

- APPLICATIONS** : Fully completed and signed Z83 employment application form, quoting reference number should be addressed to the Head: Economic Development and Tourism. Applications can be hand delivered to Nokuthula Simelane Building, 1st Floor, No 7 Government Boulevard, Riverside Park, Extension 02, Mbombela, 1201 or alternatively applications emailed to the respective email address provided for each post. Email to [recruitmentdedt3@mpg.gov.za](mailto:recruitmentdedt3@mpg.gov.za)
- CLOSING DATE** : 13 June 2025 @ 16h00

**NOTE** : It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp). Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). DPSA Circular 3 of 2025 paragraph 2.1.5 states that Part E, F and G: Noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae or see as attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. The question related to conditions that prevent re-appointment under Part F must be answered if you are not currently employed in the public service. Applications received after closing date will not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Candidates on MMS posts will be subjected to a competence assessment. Applicants must disclose if /he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and annually disclose his/her financial interest. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment. The successful candidate will be appointed subject to positive results of a pre-employment screening process, which includes criminal records, and verification of educational qualification certificates. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and correspondence will be limited to shortlisted candidates only.

#### **OTHER POST**

**POST 18/191** : **ASSISTANT DIRECTOR: ECONOMIC ANALYSIS REF NO: DEDT 2024/25/28**  
Re-advertised and applicants who applied previously are encouraged to reapply.

**SALARY** : R582 444 per annum (Level 10)  
**CENTRE** : Head Office: Mbombela  
**REQUIREMENTS** : An appropriate SAQA recognized NQF 7 tertiary qualification in Economics, post graduate qualification in Economics will be an advantage, with at least two (2) to three (03) years relevant work experience as economist/economic researcher. Practical knowledge and experience in economic research. Demonstrate good knowledge and work experience in the application of quantitative and qualitative research methodologies, as well as research report writing. Advanced competency in computer skills (especially MS Word, Excel and Power Point), as well as very good written and verbal/presentation communication skills. Good planning, organizing, leadership, teamwork, project management, problem solving and decision making skills. Knowledge of relevant government legislation such as the Public Service Act, Public Service Regulations, Public Finance Management Act and Treasury regulations, Basic Accounting System, Government Budget Processes, as well as the Constitution of the Republic of South Africa, good governance and Batho Pele principles. The successful candidate must be able to display the following competencies: strong analytical capabilities report writing, leadership, programme and project management, financial management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, communication, honesty and integrity, advanced computer skills and valid driver's license.

**DUTIES** : Assist to conduct socio-economic research to inform the provincial planning, policy and Budget processes and thereby contributing to an inclusive, diversified and growing economy. Assist to conduct and co-ordinate economic research to analyse, amongst others, the impact of economic developments and economic policy on the provincial economy, the performance of various economic industries in Mpumalanga and the state of various provincial socio-economic indicators. Assist to compile and manage socio-economic data/information of municipalities in the province through profiling, research reports, forums and consultations. Participate in economic research planning and identification of relevant research topics, in line with the mandate of the Department. Render an economic analysis service and advice to relevant stakeholders, building partnerships; participate in research forums and co-ordination in the province. Disseminate economic data/information and research findings to relevant decision-making forums and stakeholders.

**ENQUIRIES** : Ms LP Mabaso Tel No: (013) 766 4424

## 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>	:	13 June 2025
<b><u>NOTE</u></b>	:	<p>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 the 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 health/engineering posts that are advertised within the Department professional registration will be required from various statutory councils 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 short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from the 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)</p> <p><b>ERRATUM:</b> Kindly note that the posts were posted in the Public Service Vacancy Circular 13 of 2025 dated 11 April 2025, the posts of Clinical Nurse Practitioner Grade 1 (PN-B1): PHC (Mangweni Clinic and Nkomazi Su-district, Ehlanzeni District) with Ref No: MPDoH/Apr/25/27 with the closing date of 30 April 2025 and in the Public Service Vacancy Circular 16 dated 16 May 2025, the posts of an Assistant Manager Nursing (PN-B4): Advanced Midwifery (DCST) (Ehlanzeni District Office, Mbombela and Gert Sibande District Office, Ermelo) (X2 Posts) with Ref No: MPDoH/May/25/103 and the post of Clinical Nurse Practitioner Grade 1 (PN-B1): PHC (Gert Sibande District Office, Ermelo) with Ref No: MPDoH/May/25/106 with the closing date of 30 May 2025, has been withdrawn.</p>
<b>OTHER POSTS</b>		
<b><u>POST 18/192</u></b>	:	<b><u>HEAD: CLINICAL UNIT (MEDICAL) GRADE 1: FAMILY PHYSICIAN (DCST) REF NO: MPDOH/MAY/25/95 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R2 084 754 - R2 212 680 per annum
<b><u>CENTRE</u></b>	:	Ehlanzeni District and Gert Sibande District
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Family Medicine (2025). Valid driver's licence. A valid work permit will be required from non-South Africans. Grade 1: A minimum of five (5) years' appropriate experience as Medical Specialist after registration with the HPCSA as a Specialist in Family Medicine. At least one (1) year experience in District Health Services / District Hospital will be an added advantage. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge, Skills, Training and Competencies Required: Own clinical discipline. Relevant legislation, regulations, and policies. Quality assurance and improvement programmes. Programme planning, and evaluation. Information management, Human resources, and financial management. Leadership. Communication, Problem solving, Computer literacy, Stress tolerance. Self-confidence. Objective. Ethical. Emphatic.
<b><u>DUTIES</u></b>	:	General: Represent own specialist discipline as a member of District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new-borns, and children at all levels within the health district. Promote equitable access to an appropriate level of care for all mothers, new-borns throughout the district. Maintain personal competency in own clinical discipline whilst ensuring that no more than 10- 20% of time is spent on clinical care at the regional or tertiary hospital. At least 80% of time to be spent on activities within the district. Coordination of quality, regular and reliable medical services in the PHC clinics and Community Health Centre for the Health District. Support Service Delivery: Support clinics in local regional

and tertiary hospitals with all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Provide Education and Training: Facilitate and participate in the development, training and mentorship under post-graduate medical, nursing and allied health professionals; this may require involvement with local academic. Work with the district management team to establish and maintain systems including surveillance, health information communication and referral guidelines and process to support the delivery of services. Provide support ensure appropriate infrastructure equipment resources and sundries for the provision of quality clinical care. Monitor and Evaluate Services: Initiate support and participate in risk management activities for patients (e.g. critical event analysis morbidity and mortality meetings) practitioner (e.g. infections control) and the organization (performance reviews). Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate support and participation in relevant research. Foster effective community and relevant non- government organizations. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Submit regular reports on activities, health services and programmes. Support Organisational Activities: Assist with strategic and operational and supervision of planning services with the district and or catchment area of the regional.

#### **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, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

#### **POST 18/193**

: **HEAD: CLINICAL UNIT (MEDICAL) GRADE 1: OBSTETRICS & GYNAECOLOGY (DCST)**  
**REF NO: MPDOH/MAY/25/96**

#### **SALARY** **CENTRE** **REQUIREMENTS**

: R2 084 754 - R2 212 680 per annum  
: Nkangala District  
: Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics & Gynaecology (2025). Valid driver's licence. A valid work permit will be required from non-South Africans. Grade 1: A minimum of five (5) years' appropriate experience as Medical Specialist after registration with the HPCSA as a Specialist in Obstetrics & Gynaecology. At least one (1) year experience in District Health Services / District Hospital will be an added advantage. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge, Skills, Training and Competencies Required: Own clinical discipline. Relevant legislation, regulations, and policies. Quality assurance and improvement programmes. Programme planning, and evaluation. Information management, Human resources, and financial management. Leadership. Communication, Problem solving, Computer literacy, Stress tolerance. Self-confidence. Objective. Ethical. Emphatic.

#### **DUTIES**

: General: Represent own specialist discipline as a member of District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new-borns, and children at all levels within the health district. Promote equitable access to an appropriate level of care for all mothers, new-borns throughout the district. Maintain personal competency in own clinical discipline whilst ensuring that no more than 10- 20% of time is spent on clinical care at the regional or tertiary hospital. At least 80% of time to be spent on activities within the district. Coordination of quality, regular and reliable medical services in the PHC clinics and Community Health Centre for the Health District. Support Service Delivery: Support clinics in local regional and tertiary hospitals with all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Provide Education and Training: Facilitate and participate in the development, training and mentorship under post-graduate medical, nursing and allied health professionals; this may require involvement with local academic. Work with the district management team to establish and maintain systems including surveillance, health information communication and referral guidelines and process to support the delivery of services. Provide support ensure appropriate infrastructure equipment resources and sundries for the provision of quality clinical care. Monitor and Evaluate Services: Initiate support and participate in risk management activities for patients (e.g. critical event analysis morbidity and mortality meetings) practitioner (e.g. infections control) and the organization (performance reviews). Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate support and participation in relevant research. Foster effective community and relevant non- government organizations. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Submit regular reports on activities, health services and programmes. Support Organisational Activities: Assist with strategic and operational and supervision of planning services with the district and or catchment area of the regional.

#### **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,

<b><u>POST 18/194</u></b>	:	<b><u>HEAD: CLINICAL UNIT (MEDICAL) GRADE 1: PAEDIATRICIAN / CHILD HEALTH (DCST)</u></b> <b><u>REF NO: MPDOH/MAY/25/97</u></b>
<b><u>SALARY</u></b>	:	R2 084 754 - R2 212 680 per annum
<b><u>CENTRE</u></b>	:	Gert Sibande District
<b><u>REQUIREMENTS</u></b>	:	Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatric / Child Health (2025). Valid driver's licence. A valid work permit will be required from non-South Africans. Grade 1: A minimum of five (5) years' appropriate experience as Medical Specialist after registration with the HPCSA as a Specialist in Obstetrics & Gynaecology. At least one (1) year experience in District Health Services / District Hospital will be an added advantage. Sound knowledge of medical ethics. Multidisciplinary management and teamwork and experience in the respective medical discipline. Knowledge, Skills, Training and Competencies Required: Own clinical discipline. Relevant legislation, regulations, and policies. Quality assurance and improvement programmes. Programme planning, and evaluation. Information management, Human resources, and financial management. Leadership. Communication, Problem solving, Computer literacy, Stress tolerance. Self-confidence. Objective. Ethical. Emphatic.
<b><u>DUTIES</u></b>	:	General: Represent own specialist discipline as a member of District Clinical Specialist Team responsible for the delivery of quality health care for mothers, newborns, and children at all levels within the health district. Promote equitable access to an appropriate level of care for all mothers, new-borns throughout the district. Maintain personal competency in own clinical discipline whilst ensuring that no more than 10- 20% of time is spent on clinical care at the regional or tertiary hospital. At least 80% of time to be spent on activities within the district. Coordination of quality, regular and reliable medical services in the PHC clinics and Community Health Centre for the Health District. Support Service Delivery: Support clinics in local regional and tertiary hospitals with all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Provide Education and Training: Facilitate and participate in the development, training and mentorship under post-graduate medical, nursing and allied health professionals; this may require involvement with local academic. Work with the district management team to establish and maintain systems including surveillance, health information communication and referral guidelines and process to support the delivery of services. Provide support ensure appropriate infrastructure equipment resources and sundries for the provision of quality clinical care. Monitor and Evaluate Services: Initiate support and participate in risk management activities for patients (e.g. critical event analysis morbidity and mortality meetings) practitioner (e.g. infections control) and the organization (performance reviews). Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate support and participation in relevant research. Foster effective community and relevant non- government organizations. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Submit regular reports on activities, health services and programmes. Support Organisational Activities: Assist with strategic and operational and supervision of planning services with the district and or catchment area of the regional.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>POST 18/195</u></b>	:	<b><u>MANAGER NURSING (PN-A9): ADVANCED MIDWIFERY (DCST) REF NO:</u></b> <b><u>MPDOH/MAY/25/99 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R1 155 099 – R1 320 732 per annum
<b><u>CENTRE</u></b>	:	Ehlanzeni District and Gert Sibande District
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2025). A tertiary qualification in Health Sciences, preferably in Public Health. A minimum of ten (10) years of appropriate / recognizable experience in nursing after registration as a Professional Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience in management level of Advance Midwifery. Post basic qualifications in Advance Midwifery and Neonatal Nursing Science, Diploma / Degree in Nursing Education and Administration will be an advantage. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work. Knowledge of MCWYH, CARMMA, PMTCT and ESMOE programmes Be able to work under pressure. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Be part of the District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new-born, and children at all levels within the district. Promote equitable access to an appropriate level of care for all mothers, new-borns, and children within the district. Promote

clinical effectiveness in all health facilities by supporting outreach programs, development, dissemination and implementation of clinical policies and standard treatment guidelines aligned with National norms and standards. Facilitate and participate in the development training and mentorship of health professionals in all health facilities within the district. Work with the District Management team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. assist, support and participate in risk management activities for patients (e.g., Critical event analysis, morbidity and mortality meetings) for organisation (e.g. District Performance Reviews) Support of facilities on implementation of Maternal and Women's Health services. Participate in training and mentoring on programme related activities (Basic Antenatal Care plus model, Contraceptive and Fertility Planning; PMTCT). Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and outcomes Foster effective teamwork and collaboration within the district specialist team and with other professionals in the district involved in the delivery of Primary Health Care. Participate in the development of clinical record audit tools in line with current policies and Office of the Health Standards Compliance requirements.

**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, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 18/196** : **MANAGER NURSING (PN-A9): PHC (DCST) REF NO: MPDOH/MAY/25/100**

**SALARY** : R1 155 099 – R1 320 732 per annum  
**CENTRE** : Gert Sibande District  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2025). A tertiary qualification in Health Sciences, preferably in Public Health. A minimum of ten (10) years of appropriate / recognizable experience in nursing after registration as a Professional Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience in management level of Primary Health Care. Post basic qualifications in Primary Health Care, Diploma/Degree in Nursing Education and Administration will be an advantage. Demonstrate basic computer literacy as a support tool to enhance service delivery. Knowledge of MCWH, CARMMA, PMTCT and ESMOE programmes Ability to plan and organise own work. Be able to work under pressure. Current South African Nursing Council receipt – license to practice (2025). Valid driver's licence.

**DUTIES** : Be part of the District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new-born, and children at all levels within the district. Promote equitable access to an appropriate level of care for all mothers, new-borns, and children within the district. Promote clinical effectiveness in all health facilities by supporting outreach programs, development, dissemination and implementation of clinical policies and standard treatment guidelines aligned with National norms and standards. Facilitate and participate in the development training and mentorship of health professionals in all health facilities within the district. Work with the District Management team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. assist, support and participate in risk management activities for patients (e.g., Critical event analysis, morbidity, and mortality meetings) for organisation (e.g., District Performance Reviews) Support of facilities on implementation of Maternal and Women's Health services. Participate in training and mentoring on programme related activities (Basic Antenatal Care plus model, Contraceptive and Fertility Planning; PMTCT). Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and outcomes Foster effective teamwork and collaboration within the district specialist team and with other professionals in the district involved in the delivery of Primary Health Care. Participate in the development of clinical record audit tools in line with current policies and Office of the Health Standards Compliance requirements.

**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, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 18/197** : **MANAGER NURSING (PN-A9): CHILD HEALTH (DCST) REF NO: MPDOH/MAY/25/101**

**SALARY** : R1 155 099 – R1 320 732 per annum  
**CENTRE** : Nkangala District and Gert Sibande District  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2025). A tertiary qualification in Health Sciences, preferably in Public Health. A minimum of ten (10) years of appropriate / recognizable experience in nursing after registration as a Professional Nurse. At least 5 years of the period referred to above must be appropriate / recognizable experience in management

level of Child Health Services. Post basic qualifications in Child health, Diploma/Degree in Nursing Education and Administration will be an advantage. Demonstrate basic computer literacy as a support tool to enhance service delivery. Knowledge of MCWH, CARMMA, PMTCT and ESMOE programmes Ability to plan and organise own work. Be able to work under pressure. Current South African Nursing Council receipt – license to practice (2025). Valid driver's licence.

## **DUTIES**

: Be part of the District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new-born, and children at all levels within the district. Promote equitable access to an appropriate level of care for all mothers, new-borns, and children within the district. Promote clinical effectiveness in all health facilities by supporting outreach programs, development, dissemination and implementation of clinical policies and standard treatment guidelines aligned with National norms and standards. Facilitate and participate in the development training and mentorship of health professionals in all health facilities within the district. Work with the District Management team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. Assist, support and participate in risk management activities for patients (e.g., Critical event analysis, morbidity, and mortality meetings) for organisation (e.g., District Performance Reviews) Support of facilities on implementation of Child Health services. Primary support districts hospitals in the provision of paediatric and child health services Participate in training and mentoring on programme related activities IMCI; ETAT; PMTCT). Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and outcomes Foster effective teamwork and collaboration within the district specialist team and with other professionals in the district involved in the delivery of Primary Health Care. Participate in the development of clinical record audit tools in line with current policies and Office of the Health Standards Compliance requirements.

## **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, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

## **POST 18/198**

: **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/MAY/25/102**

## **SALARY**

## **CENTRE**

## **REQUIREMENTS**

: R896 436 per annum, (all-inclusive remuneration package)  
: Mapulaneng Hospital (Ehlanzeni District)  
: Senior Certificate / Grade 12 plus an undergraduate qualification (NQF Level 7) in Public Administration or Public Management as recognized by SAQA. At least three (3) years' experience in corporate services of which three (3) years must be at management level (ASD) or equivalent position. Experience in health and hospital environment will be an added advantage. Knowledge of Human Resources, Administrative support services, sound financial management, facility management and supervision. Valid driver's licence. Willingness to work extra hours and be on standby when need arises. Computer literacy (MS Word, Excel). Good written and communication skills. Good planning and organizational skills. Knowledge of the PFMA / Labour Relations and other relevant prescripts. Good interpersonal, problem – solving and dispute resolution, communication, analytical and writing skills. Ability to work under pressure with minimum supervision. Ability to conduct seminars or workshops and presentation of budget. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills. Knowledge of the Public Service Regulations 2001, Public Service Act 1994, Employment Equity Act 55 of 1998, Labour Relations Act 66 of 1995 and other related prescripts of the Department of Health.

## **DUTIES**

: Overall management of hospital administration includes facility management and security. Efficient and effective implement the Departmental strategic planning of the corporate services. Management of personnel administration, human resource development and training, disciplinary procedures, labour relations, recruitment and selection processes and staff performance assessment. Management of hospital fees, admissions and medical records. Effectively manages all facility-based support services and oversees maintenance requirements. Support the Medical Manager and management team. Effectively and efficiently run the Corporate Services within the hospital and give full support to other services and programmes within the Hospital. Ensure high level of administration and improve cleanliness within the hospital environment. Promotion of equity when it comes to resource distribution to ensure that the targets are achieved. Effectively manage and develop human resources, including sound employment relations. Support Employee Assistance Programme, departmental health information and communication technology functions in the district / hospital. Exercise and regulation, control over institutional activities. Monitor implementation of the plans. Represent the district / hospital in various forums at the district level and report to senior structures of the department. Provide subordinates with the overall policy framework and provide strategic leadership. Develop and maintain constructive working relationships within administration and support and other Professional structures. Monitor and ensure proper utilisation of financial and physical resources. Be responsible for the supervision and evaluation of the staff performance. Manage the office budget. Coordinate proper staffing of hospital.

<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makoropo 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.
<b><u>POST 18/199</u></b>	:	<b><u>DEPUTY DIRECTOR: MALARIA CONTROL PROGRAMME REF NO: MPDOH/MAY/25/103</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Provincial Office, Mbombela (Nelspruit)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 Senior Certificate / Grade 12 plus an undergraduate qualification (NQF Level 7) in Environmental Health as recognised by SAQA that allows registration with the HPCSA as an Independent Environmental Health Practitioner (2025). Master's in public health (MPH) will add an advantage. At least 5-10 years' experience as an Independent Environmental Health Practitioner. Extensive experience in malaria management and control, disease surveillance, epidemiology, outbreak management, vector control, and clear demonstration for monitoring and evaluation. The ability to coordinate, collaborate a multi-disciplinary and multisectoral structures. Good communication skills and computer literacy. Valid driver's licence. Must be registered with the HPCSA as an Independent Environmental Health Practitioner. Must have strategic capability, Management, and leadership. Programme and project management skills. Financial management skills. Change and knowledge management skills. Problem-solving and analysis skills. People management and empowerment. Contract management skills. Able to work independently and under pressure. Understanding legislative frameworks and related policies in the health public sector and other prescripts.
<b><u>DUTIES</u></b>	:	Facilitate implementation of national and provincial policies and guidelines. Develop, implement, and monitor policies, guidelines, norms, and standards in line with the relevant National Department of Health and World Health Organisation Integrated Vector Control Management guidelines and the monitoring of insecticide usage. Oversee human resources, financial management and materials of the programme. Develop operational plan, micro plan and business plans for the malaria programme. Managing finance according to DORA and PFMA. Planning for the malaria control programme, which includes finance, Human resources and operational plans. Plan and monitor the seasonal Indoor Residual Spraying Programme. Facilitate and support parasite and insecticide resistance to inform operations and as an early warning system for the province. Identify areas that are at risk of transmission due to the presence of vectors and parasites and continue monitoring in low-risk areas. Facilitate and monitor spray quality during the spray season. Plan and implement vector control logistics during the malaria season and outbreak. Plan for community engagement, health promotion, and malaria messaging. Map breeding sites and inform larvicide operations. Stock control of insecticides and management of information being captured on the Malaria Information System. Develop and implement methodologies, policies, systems, and procedures with particular reference to malaria vector research; identify gaps and develop appropriate interventions for malaria vector research needs; continuous professional development to keep abreast with new technologies and procedures; conduct applied research to generate information and knowledge aimed at developing appropriate technology to address malaria vectors and parasites; dissemination of information to different stakeholders. Able to identify and engage other key stakeholders for malaria control. Working closer with partners and cross border forums.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makoropo 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.
<b><u>POST 18/200</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (PB-B4): MOTHER, CHILD, WOMEN, YOUTH AND HEALTH (MCWYH) REF NO: MPDOH/MAY/25/104</u></b>
<b><u>SALARY</u></b>	:	R755 355 - R863 667 per annum
<b><u>CENTRE</u></b>	:	Nkangala District Office, Emalahleni
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) Postgraduate Diploma in Nursing Management / Postgraduate Diploma in Public Health / Diploma in Optical Services / Degree in Optometry / Degree in Medicine. Masters in any of the above-mentioned qualifications will be an added advantage or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse (2025). A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Paediatric / Child Care / PHC / Advanced Midwifery. A minimum of ten (10) years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. At least six (6) years of the period referred to above must be appropriate / recognisable experience in the Specific Specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least three (3) years of the period referred to above must be appropriate / recognisable experience at management level. The ability to coordinate multi-disciplinary and sectoral activities. Knowledge and understanding of the District Health System, including District Hospitals, and Community Based Health Services. Good knowledge of policies on public health services and communicable disease strategies. Knowledge and experience of financial and human resource management applicable to the



public service. Proven experience in the provision and management of ophthalmic services. Knowledge and understanding of the department of health Mpumalanga Comprehensive Service Plan. Must have a valid driver's license. Computer literacy (word, excel, PowerPoint, Microsoft teams: zoom). Must be proactive, innovative and an independent team leader. Able to participate in continuous professional development activities. Skills: Strong analytical skills and extensive experience in Monitoring and Evaluation (M&E) of Programs. Report writing, good communication skills (Verbal and written). Program and project management skills. Financial management skills. Change and knowledge management skills. Problem-solving and analysis skills. People management and empowerment. Contract management skills. Able to work independently and under pressure. Ability to work within a multidisciplinary team to ensure holistic care. Understanding legislative frameworks and related policies in the health public sector and other prescripts. Valid driver's licence.

**DUTIES** : To coordinate and support the implementation of Mother, Child, Women, Youth and Health (MCWYH) Programmes. Coordinate and facilitate the implementation of Maternal and Child Health Programmes. Coordinate and facilitate the implementation of the Integrated Nutrition Programme. Ensure the implementation of national and provincial policies. Facilitate the provision of adequate woman, and youth health care services. Facilitate the provision of adequate and safe maternal and child health care services. Facilitate the improvement of standards of health care for women and youth. Facilitate the improvement of standards of health care for maternal and child health. Render advice and technical support services to the district. Monitor and evaluate the impact of implementation of policies and guidelines. Coordinate the implementation of National and Provincial INP policies and guidelines. Plan and coordinate INP Services. Monitor and evaluate INP Services. Coordinate the implementation of poverty alleviation projects.

**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, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 18/201** : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (PN-A5): TB REF NO: MPDOH/MAY/25/105**

**SALARY** : R549 192 - R629 121 per annum, (plus service benefits)  
**CENTRE** : Steve Tshwete Sub-District (Nkangala District)  
**REQUIREMENTS** : 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 (2025). A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Ability to work in a team as well as independently. Extensive Knowledge and understanding of Primary Health Systems, Key policies and National Health Programmes including HIV and AIDS STIs, DS-TB, DR-TB and relevant government policies and prescripts. Experience in TB and Ototoxicity management will be an added advantage. Professional competence and knowledge of the TB data collecting tools, EDR web and Tier.Net (TB module in Tier). Excellent written and verbal communication. Presentation, Facilitation, problem solving, conflict management and time management skills. Willingness to travel and work overtime, when required. Valid driver's licence.

**DUTIES** : the implementation of policies, National Guidelines and Treatment protocols for the prevention, identification and management of TB disease in Health care facilities and in the Community. Plan and coordinate all TB, TB and HIV management and TB Data management capacity building activities within the sub-district. Oversee implementation of the TB Control Programme in the sub-district in line with the National Guidelines and Protocols. Provide support to all facilities to implement TB Control Guidelines correctly. Monitoring and evaluation of programme performance and outcomes through data management and oversight electronic reporting systems i.e. TB Phase 6 in Tier .net and the Electronic DR-TB Register (EDRweb). Facilitate the implementation of the National strategy for finding the missing TB patients. Coordinate laboratory services and communication with the laboratories. Conduct supervisory support visits to health facilities, NGOs laboratory services, private health care facilities, mining industry to provide guidance and exercise oversight in TB management. Collect and validate TB performance data from facilities and private sector health care services (mines, DCS etc). Support health care facilities to obtain the necessary supplies for diagnosis and treatment of TB at all times. Support facilities to implement and sustain TB and HIV integration service. Facilitate collaboration with all Stakeholders within the district in the provision of quality TB management services.

**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, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 18/202** : **PROFESSIONAL NURSE GRADE 1 (PN-B1): PHC REF NO: MPDOH/MAY/25/106**

**SALARY** : R476 367 – R559 548 per annum  
**CENTRE** : Ndindindi Clinic (Ehlanzeni District)

<b><u>REQUIREMENTS</u></b>	:	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 (2025), 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.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the 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 the equipment is functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize your 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 people of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>POST 18/203</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: MPDOH/MAY/25/107</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum, (plus service benefits)
<b><u>CENTRE</u></b>	:	Provincial Office, Mbombela (Nelspruit)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 or equivalent qualification plus Diploma / Degree (NQF Level 6/7) in Finance / Asset Management, Logistics / Fleet management / Financial Management / Management Accounting as recognized by SAQA. At least a minimum of three (3) years' relevant experience of which three (3) years' experience must be supervisory / managerial (level 7/8). Key Competencies: Computer literacy MS office; Sound knowledge of administration; Good interpersonal relations, communication, verbal and written skills; Problem solving; Ability to work under pressure and work independently; Teamwork; Knowledge of PFMA; Logical and innovative thinking abilities and leadership skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Prepare monthly, quarterly, and annual financial statements, ensuring they are accurate and comply with relevant accounting standards such as GRAP, MCS and the Public Finance Management Act (PFMA). Ensure timely dissemination of financial statements to relevant stakeholders, providing clear explanations and addressing any queries regarding the reports. Prepare and submit IYM reports, ensuring alignment with the Estimates of National Expenditure (ENE) and Medium-Term Expenditure Framework (MTEF). Compile and submit In-Year Monitoring reports to senior management. Prepare and submit IYM presentations to senior management, stakeholders, and relevant committees, providing clear explanations and facilitating discussions on financial performance and corrective actions. Regularly review financial transactions to detect any misallocations or errors in posting. Initiate and process journal entries to correct misallocations, ensuring that all adjustments are properly documented and supported by appropriate evidence. Keep detailed records of all corrections made. Manage the annual audit process by liaising with internal and external auditors, addressing audit queries, and ensuring timely resolution. Supervise and mentor a team of financial reporting staff, providing guidance and support in daily operations. Conduct performance evaluations and identify training needs to enhance team capabilities. Ensure staff compliance with departmental and governmental financial regulations and standards.
<b><u>ENQUIRIES</u></b>	:	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.
<b><u>POST 18/204</u></b>	:	<b><u>ASSISTANT DIRECTOR: RISK PERFORMANCE AND CONTRACT MANAGEMENT REF NO: MPDOH/MAY/25/108</u></b> Re-advertisement
<b><u>SALARY</u></b>	:	R468 459 per annum, (plus service benefits)
<b><u>CENTRE</u></b>	:	Provincial Office, Mbombela (Nelspruit)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 or equivalent qualification plus Diploma / Degree in Finance / Supply Chain Management/ Logistic Management/ Public Administration / Public Management / Commerce/ Business Management / Accounting / Auditing with at least three (3) years'

experience in Risk Performance and Contract Management. A valid driver's license will be an added advantage. Key Competencies: Computer literacy MS office; Sound knowledge of administration; Good interpersonal relations, communication, verbal and written skills; Problem solving; Ability to work under pressure and work independently; Teamwork; Knowledge of PFMA; Logical and innovative thinking abilities and leadership skills. Understanding of modified cash standard (mcs). Public service transformation and management issue. White paper on transformation of public service. Public service Act. public service regulations and relevant prescripts. Departmental policies and procedures. Batho Pele Principles. Labour relations and collective bargaining systems. Minimum information security standards. Skills: Administration and financial management. self- management. Budgeting and financial management. customer focus and responsiveness. Development others. Planning and organizing, decision- making, project management. Team leadership, managing Interpersonal conflict. Impact and influence. computer literacy diversity management.

**DUTIES** : Giving inputs in the development of operational plan, policies and procedure. Giving inputs on development of Service Level Agreement. Maintain a database of all contracts. Monitoring Departmental and Transversal contracts. Liaising with Legal section on regular basis regarding contracts. To ensure contracts are closed, extensions of contracts or renewal of contracts. Ensure that signed contracts are communicated to all relevant parties to provide contract awareness, interpretations to support implementation. To ensure that contracts are properly enforced. Ensure compliance to PFMA, PPPFA, Treasury regulations and SCM policy framework. Render support in ensuring compliance assessment report writing. Compiling of monthly, quarterly and yearly reports. Assisting the department in monitoring the performance of the contractors, compliance and renewal application Assist with audit coordination for SCMU during Internal audits and external audits (AG). Providing training or workshops on contract management to institutions and provincial offices when the need arises. Liaise with Clients. Responsible for staff development and supervision of staff.

**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, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 18/205** : **SENIOR ADMINISTRATIVE OFFICER: QUALITY ASSURANCE REF NO: MPDOH/MAY/25/109**

**SALARY** : R397 116 per annum  
**CENTRE** : Steve Tshwete Sub-district (Nkangala District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus five (5) years working experience in a health care facility with at least two (2) years in clinical care management at Hospitals and Primary Health Care facility. Knowledge of clinical care processes and procedures aligned to Health Profession Act and other relevant legal framework such as Nursing Act, Allied Health Act, Occupational Health and Safety Act, Patients' Rights Charter, Batho Pele principles, Public Service Regulations, Labour Relations Act and Disciplinary code and procedure. Knowledge of principles and methodologies norms and standards applicable to the Health Act. Knowledge of IDEAL and OHSC automated system will be an added advantage. Other public service legislation and frameworks. Good communication (Verbal and Written), interpersonal, planning, organizing, financial management, technical, facilitation, analytical, problem solving, decision making and computer skills (MS Office packages). Ability to work independently and in a team. A valid driver's licence.

**DUTIES** : Provide support and oversight to Primary Health Care facilities in activities of clinical governance standard, Quality Assurance activities, Ideal framework, OHSC framework and management of complaints, complements and suggestions. Review and revise existing norms and standards for aligned with current norms and standards.

**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, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

**POST 18/206** : **TRAINING OFFICER: HRD REF NO: MPDOH/MAY/25/111 (X2 POSTS)**

**SALARY** : R325 101 per annum, (plus service benefits)  
**CENTRE** : Provincial Office, Mbombela (Nelspruit)  
**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent qualification plus a three-year Diploma / Degree in HR, HRD, Public Management / Affairs or equivalent (NQF level 6/7) as recognized by SAQA. A two-year post qualification experience in training facilitation. Valid driver's licence. A short course in a Train the Trainer / Facilitators or relevant HRD programme will be an added advantage. Skills: Demonstrable training, facilitation & presentation skills. Good interpersonal relations, Communication skills, Working knowledge of the Public Service Act, PFMA, Skills Development Act, Employment Equity Act and other relevant prescripts. Computer literacy (Power Point and Ms Word).

**DUTIES** : Facilitate training. Co-ordinate HRD activities at the Provincial office and collaborate with Districts and facilities. Facilitate the Compulsory Induction Programme. Liaise with The National School of Government and other training providers. Keep training records on the training

## **ENQUIRIES**

database. Conduct needs assessment, develop training material, and conduct impact assessment. Compile monthly, quarterly and annual reports for the HRD unit. Must be able to drive and travel to meetings and workshops.

: Mr. Emmanuel Makoropo 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.