

**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.

<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za
<u>CLOSING DATE</u>	:	06 June 2025
<u>NOTE</u>	:	N.B. 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 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 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)

MANAGEMENT ECHELON

<u>POST 17/262</u>	:	<u>DIRECTOR: PRIMARY HEALTH CARE REF NO: MPDOH/MAY/25/130</u> Re-advertisement
<u>SALARY</u>	:	R1 216 824 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Nkangala District Office, Emalahleni (Witbank)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) in a health related field or equivalent qualification as recognized by SAQA. Registration with a recognized Health Professional Council (2024). At least five (5) years' relevant experience in middle / senior managerial level services preferably in health-related field, as stipulated in the Directive on Human Resources Management and Development for Public Service Professionalization (DPSA). An Honors or Master's degree will be an added advantage. Nyukela Public Service SMS Pre-entry Programme Certificate (submitted prior to appointment). Knowledge and understanding of the District Health System, including Primary Health Care support, District hospitals and Community Based Health Services. Experience in accounting to communities e.g. Health committees and Hospital Boards. Knowledge and experience on district health planning, district health expenditure reviews and annual performance plans. Knowledge and experience on financial and human resource management applicable to the Public Service. Proven experience in the provision and management of health services. Knowledge and understanding of the Department of Health

		Mpumalanga Comprehensive Service Plan. Verbal and written communication skills. Driver's license. Skills: Communication skills. Problem solving skills. Decision making skills. Presentation skills. Good human relation and analytic skills. Be able to work under pressure.
<u>DUTIES</u>	:	Support the district in the implementation of the full package of district health services (including district hospitals and sub-acute services) within the province, in line with the Departmental Comprehensive Service Plan. Support the district in the implementation of health programmes within the province. Ensure that quality of care is maintained and improved in the three districts. Responsible as budget holder and financial manager for the PHC Directorate. Responsible for human resource management in the Programme. Co-ordinate the rendering of professional support services (including information management) within the three districts. Manage key partnerships within the province, especially with the communities, local government, universities and non-profit organizations (NGO's). Advise the department on legislation, regulations and collective agreements and implement a talent management model that attracts and retains productive teams. Serve as a member of the Senior Management Team. Actively contribute to the formulation and implementation of the departmental strategic plan. Communicate reports and integrate the outputs of the directorate, internally in the department and externally with all stakeholders.
<u>ENQUIRIES</u>	:	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, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>POST 17/263</u>	:	<u>DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/MAY/25/131</u>
<u>SALARY</u>	:	R1 216 824 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) as recognized by SAQA in Public Administration / Management. At least five (5) years' relevant experience at a middle / senior managerial level. Nyukela Public Service SMS Pre-entry Programme Certificate (submitted prior to appointment). Valid driver's licence. Knowledge, skills and competencies: Knowledge of the Constitution of South Africa, Public Service Act, 1994 as amended, Public Service Regulations, 2016 as amended, Skills Development Act, Employment Equity Act, Basic Conditions of Employment Act, Occupational Health and Safety Act and any other relevant prescripts. Change management. Good negotiating, decision making, interpersonal and time management skills. Computer literacy. Conflict management, client orientation and customer focus. A pro-active thinker with excellent decision making skills. Ability to communicate and implement strategic objectives within an overall provincial framework. Verbal and written communication skills. A valid driver's licence.
<u>DUTIES</u>	:	To provide corporate service in the district and health facilities. Manage and render human resource management and development. Render Auxiliary Services. Manage and coordinate gender and transformation programmes. Manage and coordinate the provision of government information and communication technology services. Manage the provision of legal services. Manage the security services. Manage the provision of communication services. Manage and coordinate transformation and transversal projects. Coordinate the delivery of laundry support services. Manage the provision of records and logistical services.
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<u>POST 17/264</u>	:	<u>DIRECTOR: PRIMARY HEALTH CARE REF NO: MPDOH/MAY/25/132</u>
<u>SALARY</u>	:	R1 216 824 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Ehlanzeni District Office, Mbombela (Nelspruit)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) in a health related field or equivalent qualification as recognized by SAQA. Registration with a recognized Health Professional Council (2024). At least five (5) years' relevant experience

in middle / senior managerial level services preferably in health-related field, as stipulated in the Directive on Human Resources Management and Development for Public Service Professionalization (DPSA). An Honors or Master's degree will be an added advantage. Nyukela Public Service SMS Pre-entry Programme Certificate (submitted prior to appointment). Knowledge and understanding of the District Health System, including Primary Health Care support, District hospitals and Community Based Health Services. Experience in accounting to communities e.g. Health committees and Hospital Boards. Knowledge and experience on district health planning, district health expenditure reviews and annual performance plans. Knowledge and experience on financial and human resource management applicable to the Public Service. Proven experience in the provision and management of health services. Knowledge and understanding of the Department of Health Mpumalanga Comprehensive Service Plan. Verbal and written communication skills. Driver's license. Skills: Communication skills. Problem solving skills. Decision making skills. Presentation skills. Good human relation and analytic skills. Be able to work under pressure.

DUTIES

: Support the district in the implementation of the full package of district health services (including district hospitals and sub-acute services) within the province, in line with the Departmental Comprehensive Service Plan. Support the district in the implementation of health programmes within the province. Ensure that quality of care is maintained and improved in the three districts. Responsible as budget holder and financial manager for the PHC Directorate. Responsible for human resource management in the Programme. Co-ordinate the rendering of professional support services (including information management) within the three districts. Manage key partnerships within the province, especially with the communities, local government, universities and non-profit organizations (NGO's). Advise the department on legislation, regulations and collective agreements and implement a talent management model that attracts and retains productive teams. Serve as a member of the Senior Management Team. Actively contribute to the formulation and implementation of the departmental strategic plan. Communicate reports and integrate the outputs of the directorate, internally in the department and externally with all stakeholders.

ENQUIRIES

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OTHER POSTS

POST 17/265

: **DEPUTY DIRECTOR: BUDGETING MANAGEMENT REF NO: MPDOH/MAY/25/133**

SALARY CENTRE REQUIREMENTS

: R896 436 per annum, (all-inclusive remuneration package)
: Provincial Office, Mbombela (Nelspruit)
: Senior Certificate / Grade 12 or equivalent qualification plus an undergraduate relevant qualification (NQF Level 7) in Finance / Financial Management / Management Accounting as recognized by SAQA. At least a minimum of three (3) years' experience in Financial Management at management level (ASD) or relevant position. Proficiency in MS Excel, MS Word, PowerPoint and MS Project. Generic Competencies: Planning and organising. Problem solving and decision making. Coordination. Project management. People management and empowerment. Team leadership. Client orientation and customer focus. Diversity management. Communication (verbal and written). Technical Competencies: Extensive knowledge in Financial Management and Municipal Revenue Management. Comprehensive knowledge and, the Division of Revenue Act (DoRA), the Public Finance Management Act (PFMA) and Policy Development. Valid driver's licence.

DUTIES

: To manage and facilitate budgeting processes. Facilitate and manage financial planning and budgeting processes. Compile budget estimates. Align budgets with strategic and annual performance plans. Provide advice on budget-related matters. Monitor expenditure against allocated budget. Confirm availability of funds before goods and services are procured. Ensure correct SCOA allocations are used on payment packs. Checking monthly document control reports. Ensure all processed documents are audit compliant. Costing

operational budget requirements needs of Districts within actual expenditure trend. Balancing of final budget allocation on BAS. Request budget / expenditure input to quarterly erroneous allocations and authorize journal entries. Alert District Manager's to over and under expenditure trends. Monthly checking of Regional Office control reports. Training of incorrect allocation captured by sub offices. Monitoring of key cost drivers. Complete accurate and updated report as per prescribed time frames. Provide training to finance functionaries in the districts.

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, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 17/266 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: MPDOH/MAY/25/134**

SALARY : R468 459 per annum, (plus service benefits)
CENTRE : Ehlanzeni District Office, Mbombela (Nelspruit)
REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Human Resource Management / Public Administration / Public Management as recognized by SAQA. A minimum of three (3) years' relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 7/8) within Human Resource Management Environment. Extensive knowledge of the PERSAL system and at least a minimum of four (4) PERSAL courses is an inherent requirement. A good understanding and functional knowledge of the relevant public service regulatory framework. Knowledge of HR policies, Public Service Act, Public Service Regulations, Basic Condition of Employment Act, Employment Equity Act, Labour Relations Act, Pension Case Management, COIDA, IOD, OHS Act, PFMA and Establishment. Good interpersonal skills. Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence.

DUTIES : Implement and maintain human resource administration practices. Facilitate HR Personnel Provisioning matters. Co-ordinate and monitor appointment process. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, secretarial functions for interviews, absorptions, probationary periods, etc). Manage conditions of services and benefits: leave, leave gratuities, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Administer and monitor transfers and adjustments of employees. Administer compliance of Internal Controls. Provide support to the auditing process. Give input in the development of strategic, business and procurement plans. Consolidate monthly and quarterly reports. Ensure development of staff training needs. Facilitate financial and human resources. Employees should be able to interpret and understand regulatory framework relating to employee benefits including the OSD. Coordinate performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide, and advise the personnel on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Provide support to Corporate Manager and the Chief Executive Officer.

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, Mr. Samson Nyoni Tel No: (013) 766 3087 and IT related queries: Help desk Tel No: (013) 766 3018.

POST 17/267 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: MPDOH/MAY/25/135**

SALARY : R468 459 per annum, (plus service benefits)
CENTRE : Mapulaneng Hospital (Ehlanzeni District)

<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Human Resource Management / Public Administration / Public Management as recognized by SAQA. A minimum of three (3) years' relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 7/8) within Human Resource Management Environment. Extensive knowledge of the PERSAL system and at least a minimum of four (4) PERSAL courses is an inherent requirement. A good understanding and functional knowledge of the relevant public service regulatory framework. Knowledge of HR policies, Public Service Act, Public Service Regulations, Basic Condition of Employment Act, Employment Equity Act, Labour Relations Act, Pension Case Management, COIDA, IOD, OHS Act, PFMA and Establishment. Good interpersonal skills. Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence.
<u>DUTIES</u>	:	Implement and maintain human resource administration practices. Facilitate HR Personnel Provisioning matters. Co-ordinate and monitor appointment process. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, secretarial functions for interviews, absorptions, probationary periods, etc). Manage conditions of services and benefits: leave, leave gratuities, pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Administer and monitor transfers and adjustments of employees. Administer compliance of Internal Controls. Provide support to the auditing process. Give input in the development of strategic, business and procurement plans. Consolidate monthly and quarterly reports. Ensure development of staff training needs. Facilitate financial and human resources. Employees should be able to interpret and understand regulatory framework relating to employee benefits including the OSD. Coordinate performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide, and advise the personnel on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Provide support to Corporate Manager and the Chief Executive Officer
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<u>POST 17/268</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE ADMINISTRATION REF NO: MPDOH/MAY/25/136</u>
<u>SALARY</u>	:	R325 101 per annum, (plus service benefits)
<u>CENTRE</u>	:	Matikwana Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent plus three (3) years' experience in Human Resource unit or Diploma / Degree (NQF Level 6/7) in Human Resource Management, Public Administration / Public Management as recognised by SAQA. At least a minimum of three (3) PERSAL courses is an inherent requirement. Extensive knowledge of PERSAL includes interpreting PERSAL reports. A Good understanding and Functional knowledge of the Public Service Act, Public Service regulations, Basic condition of employment Act, Employment Equity Act, Computer literacy, Good interpersonal skills, Good written and verbal communication skills. Ability to work under pressure. Sound communication and interpersonal skills. Analytical skills on problem solving, decision making and organizational skills. Computer literacy particularly MS, Excel, outlook & Word. A valid driver's licence will serve as an added advantage.
<u>DUTIES</u>	:	Implement and maintain human resource administration practices. Render administrative functions including the following: recruitment and selection of staff. HR provisioning (recruitment and selection, appointments, transfers, verification of qualifications, vetting of candidates, secretarial functions for interviews, absorptions of staff, probationary periods, etc. and also responsible for conditions of service and benefits: leave salaries, leave graduates,

pensions, termination of services, procedure on Incapacity leave and ill-health, housing allowance, overtime, translations and writing reports etc.). Coordinate Performance management system, address human resource administration enquiries to ensure the correct implementation of human resource management practices, inform, guide and advise the staff on human resource administration matters to enhance the correct implementation of human resource administration practices/policies. Assist with preparation of reports on human resource administration issues and statistics. Coordinate the implementation of recruitment and selection process. Provide support to Sub-district Manager.

ENQUIRIES

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