

**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>	:	01 July 2025
<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 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). N.B. Applicants are advised to apply as early as possible to avoid disappointments.

**MANAGEMENT ECHELON**

<b><u>POST 20/65</u></b>	:	<b><u>CHIEF DIRECTOR: DISTRICT HEALTH SERVICES REF NO: MPDOH/JUNE/25/115</u></b>
<b><u>SALARY</u></b>	:	R1 436 022 per annum, (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Ehlanzeni District Office, Mbombela (Nelspruit)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF Level 7) as recognized by SAQA. At least five (5) years' experience at senior managerial level preferably in health-related field. A post-graduate degree / diploma in health-related field or equivalent qualification. Knowledge and understanding of the District Health System, including District hospitals and Community Based Services. Experience in accounting to communities e.g. Health committees and Facility Boards. Knowledge and experience of 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. Familiar with the drafting and implementation of both Annual Performance and District Health Plans. Verbal and written communication skills. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Provide strategic support and quality assurance services in the district. Manage and facilitate the provision of district hospital services at district level. Manage and facilitate the provision of Primary Health Care (PHC) services. Render financial management services. Render corporate support services. Manage

the implementation of the full package of district health services (including district hospitals and sub-acute services) within the district, in line with the Departmental Comprehensive Service Plan. Manage key partnerships within the district, especially with the communities, local government, universities and non-profit organizations (NGO's). Additional to Gert Sibande: Monitor the implementation of National Health Insurance Pilot Project throughout the District.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

## **OTHER POSTS**

**POST 20/66** : **DEPUTY DIRECTOR: ENVIRONMENTAL HEALTH GRADE 1 (MALARIA CONTROL PROGRAMME) REF NO: MPDOH/JUNE/25/116**  
Re-advertisement

**SALARY CENTRE REQUIREMENTS** : R1 045 446 per annum, (all-inclusive remuneration package)  
: Provincial Office, Mbombela (Nelspruit)  
: 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.

**DUTIES** : 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.

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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 20/67** : **ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: MPDOH/JUNE/25/117**  
Re-advertisement

**SALARY** : R468 459 per annum, (plus service benefits)  
**CENTRE** : Provincial Office, Mbombela (Nelspruit)  
**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent qualification plus Diploma / Degree (NQF Level 6/7) in Financial 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.

**DUTIES** : 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.

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**POST 20/68** : **LABOUR RELATIONS OFFICER REF NO: MPDOH/JUNE/25/118**

**SALARY** : R325 101 per annum, (plus service benefits)  
**CENTRE** : Witbank Hospital (Nkangala District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus Diploma / Degree (NQF level 6/7) in Labour Relations / Public Administration / Human Resources Management or relevant field as recognized by SAQA. Minimum of 1-2 years' experience in Labour Relations Environment will be an added advantage. Computer Literacy certificate with the ability to work on Microsoft Word, PowerPoint, Microsoft Excel good analytical skills, Good written and verbal communication skills. Good Interpersonal relations and the ability to work independently and under pressure.

**DUTIES** : Support the implementation of employee relations policies, plans, systems, guidelines, procedures and processes to create a conducive labour relations environment, in line with the relevant public service prescripts. Assist in conducting ER investigations, resolving disputes and grievances, ensuring proper preparation, presenting cases and representing the Department at conciliation and arbitration, where required. Represent the Department at Disciplinary cases, where required, ensuring adequate preparation, presentation of cases and obtaining a mandate before disciplinary hearings. Provide ER advice and facilitate capacity-building initiatives to the business unit on request for non-complex matters. Assist in coordinating the department's collective bargaining processes and agreements, including preparation of the DBC, identification of items, review of minutes and ensuring

the implementation of decisions taken at the DBC. Follow up on employee relations issues with management and employees. Administered and maintained a reliable labour relations reporting system for allocated cases, ensuring timely submission of required statistics, drafting quarterly, annual, and ad hoc reports/ statistics, and capturing cases on PERSAL.

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#### **OFFICE OF THE PREMIER**

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**APPLICATIONS** : Please forward your application, quoting the relevant reference number to: The (A) Deputy Director - Internal HRM & D: Ms SS Monareng, Private Bag X11291, Mbombela, 1200. Physical Address: Office of the Premier, Makhonjwa Building, First floor, Government Boulevard, Riverside Park. Alternatively, e-mail to: [otprecruitment@mpg.gov.za](mailto:otprecruitment@mpg.gov.za)

**CLOSING DATE** : 04 July 2025  
**NOTE** : The Office of the Premier is looking for dynamic, innovative, experienced and suitable candidate to fill the following post, depicted below. The minimum entry requirement for Senior Management Services (SMS) posts is a Pre-entry Certificate (submitted prior to appointment) that is obtainable through a course named Certificate for entry into SMS – and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. (SMS Pre-entry Certificate submitted prior appointment). Applications should be submitted on the new Z83 form obtainable from any Public Service Department or Magistrate's Office and should be accompanied by a comprehensive CV. Only short-listed candidates will be required to submit certified copies of qualifications. The recommended candidate for this post shall be subjected to a competency assessment. Appointment is subjected to security clearance, security vetting, employment reference checks, qualification verification and signing of performance agreement. The successful candidate will be required to disclose her/his financial interests, when required. If no correspondence is received within two months of the closing date, applicants must accept that their applications have been unsuccessful. If no correspondence is received within two months of the closing date, applicants must accept that their applications have been unsuccessful.

#### **MANAGEMENT ECHELON**

**POST 20/69** : **DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL REF NO: D-DG/OTP/01**

**SALARY** : R1 216 824 per annum (Level 13), an all-inclusive remuneration package. The successful candidate will be required to enter into a Performance Agreement with the Director-General. The shortlisted candidates will be subjected to a competency assessment.

**CENTRE** : Mbombela  
**REQUIREMENTS** : An appropriate Bachelor's Degree /Advanced National Diploma or equivalent qualification in Public Management or Administration or Law (NQF level 7), with a minimum of 5 years managerial experience in a Middle/ Senior Management level. SMS Pre-entry Certificate. Experience in effective communication (written and verbal). Good understanding of how the machinery of government works, including linkages between national, provincial and local spheres of government. Willingness to work beyond normal hours. Ability to work according to tight schedules. Essential skills will include the following: Office management, Strategic capability and leadership, Financial management, Change management, Knowledge management, People management and empowerment, Programme and project management, Service delivery innovations, Client orientation and customer focus, Problem solving and analysis, Communications.

**DUTIES** : Supporting the Director-General with respect to the duties as a Secretary to the Executive Council and Chairperson of the Provincial Management

Committee. Supporting the Director-General with respect to the duties as Head of the Department for the Office of the Premier. Co-ordinating the decision, support and work-flow system in the Office of the Director-General. Supporting the participation of the Director-General in all relevant intergovernmental structures. Managing the staff and resources of the Office of the Director-General.

**ENQUIRIES**

: should be directed to the Acting Deputy Director: Internal HR Management and Development - Ms SS Monareng Tel No: (013) 766 2004.