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.

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

CLOSING DATE : 19 September 2025

NOTE : NB: Applicants

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 posts, 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 Z83, even if they are attaching a CV. Incomplete and/ or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short-listed candidates will be subject to a vetting process prior to appointment. If no response is received from 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. 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)

OTHER POSTS

POST 32/93 : DEPUTY DIRECTOR: DEBT MANAGEMENT REF NO:

MPDOH/SEPT/25/365

SALARY : R896 436 per annum, (all-inclusive remuneration package)

CENTRE : Provincial Office, Mbombela (Nelspruit)

REQUIREMENTS: Senior Certificate / Grade 12 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' relevant experience at management level (ASD). 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. Comprehensive knowledge and, the Division of Revenue Act (DoRA), the Public Finance Management Act (PFMA) and Policy Development.

Valid driver's licence.

<u>DUTIES</u> : To administer the recovery of Departmental debt. To coordinate the write off

debts and training. Maintain a database of all debtors in the Department. To administer the recovery of patient debtors from PEIS. To report on Accrued

Departmental Revenue and Receivable on quarterly and Annually Financial

Statements.

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

No: (013) 766 3018.

POST 32/94 : ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO:

MPDOH/SEPT/25/366

SALARY:R468 459 per annum, (plus service benefits)CENTRE:Nkangala District Office, Emalahleni (Witbank)

REQUIREMENTS: Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Human

Resource Management / Public Administration / Public Management as recognized by SAQA. At least 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.

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: $(013)\,766\,3351,$ Mr. Samson Nyoni Tel No: $(013)\,766\,3087$ and IT related queries: Help desk Tel

No: (013) 766 3018.

POST 32/95 : ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO:

MPDOH/SEPT/25/367

SALARY : R468 459 per annum, (plus service benefits)
CENTRE : Amajuba Memorial Hospital (Gert Sibande District)

REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Public

Administration / Public Management as recognized by SAQA. At least a minimum of three (3) years' relevant experience of which three (3) years' experience must be at supervisory / managerial (Level 7/8) within Health Environment. Knowledge of Human Resources and 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. Advanced 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. Computer literacy. Valid driver's license. Ability to work under pressure with minimum supervision. Ability to conduct seminars or workshops and presentation of budget. Strong leadership, managerial, organizational, 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 include 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 hospital. Exercise and regulate, 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 utilization 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.

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

POST 32/96

REQUIREMENTS

PERSONAL ASSISTANT OFFICE OF THE HEAD: HEALTH REF NO: MPDOH/SEPT/25/368

SALARY : R3
CENTRE : Pr

R325 101 per annum, (plus service benefits) Provincial Office, Mbombela (Nelspruit)

Senior Certificate / Grade 12 plus diploma in secretariat, Excellent MS Office Skills, Knowledge of office administration. Experience in secretarial duties. Good planning and organizational skills, good communication skills (verbal and written) and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette, computer literacy, basic financial management and provisioning, high level of reliability. Must have ability to work under pressure and must prepare to work long hours. Must be

able to type at least 40 words per minute.

<u>DUTIES</u> : Provide a secretarial functions and support to the Head of Department daily.

Daily management of incoming and outgoing of internal correspondence. Daily rendering of administrative support service and budget expenditure to the office of Head of Department. Weekly provisioning of service to the office of head of

department.

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, Mr.

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

No: (013) 766 3018.

POST 32/97 : PRINCIPAL PERSONNEL OFFICER REF NO: MPDOH/SEPT/25/370 (X2

POSTS)

SALARY : R325 101 per annum, (plus service benefits)
CENTRE : Ermelo Regional Hospital (Gert Sibande District)

Themba Hospital (Ehlanzeni District)

REQUIREMENTS : 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 the Performance management system, address human resource administration enquiries to ensure the correct implementation of 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: 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 32/98 : CHIEF PROVISIONING ADMINISTRATION CLERK: (WITBANK INTERNAL

MEDICINE) REF NO: MPDOH/SEPT/25/371

SALARY : R325 101 per annum, (plus service benefits)
CENTRE : Witbank TB Specialised Hospital (Nkangala District)

REQUIREMENTS : Senior Certificate / Grade 12 Certificate or equivalent qualification plus three

(3) years relevant experience in Finance or Diploma / Degree (NQF Level 6/7) in Finance / Logistic / Management Accounting / Financial Management as recognized by SAQA. Knowledge skills and competencies: Knowledge of legislative prescripts governing the public service financial administration. Good knowledge of Treasury Regulations, Public Finance Management Act, BAS and Logis. Good computer skills. Good communication skills (both verbal and written). Good interpersonal relations. Self-driven, result orientated,

motivated, meet deadlines and acceptance of responsibility.

DUTIES : Manage the processing of requisition for goods and services. Manage the

safekeeping and distribution of goods. Manage the disposal of stock inventory. Compile monthly SCM reports. Supervise employees within the section and implementation of the PMDS. Serve as Secretary of the Hospital Finance Committee. Responsible for the maintenance of the supplier database.

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, Mr.

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

No: (013) 766 3018.

POST 32/99 : CHIEF ADMINISTRATION CLERK: PATIENT ADMINISTRATION REF NO:

MPDOH/SEPT/25/372

SALARY : R325 101 per annum, (plus service benefits)
CENTRE : Tintswalo Hospital (Ehlanzeni District)

REQUIREMENTS: Senior Certificate / Grade 12 plus three (3) years' experience in Patient

Administration or Diploma / Degree (NQF Level 6/7) in Public Administration / Public Management as recognised by SAQA or equivalent qualification. Extensive knowledge of outpatient administration, reception in and help desk functions. Extensive knowledge of PEIS, Billing system and UPFS user guide/procedure book. Knowledge of Revenue policies and understanding of sector financial administration and the provisions of PFMA. Knowledge of relevant prescripts such as Government Gazette. Good communication skill, report writing skills be computer literate and have ability to work under pressure. Be available to work extra hours in a 24-hour shift environment and be part of the hospital's multidisciplinary committees. A valid driver licence will

serve as an added advantage.

DUTIES : Manage patient admin in 24 hours shift system, manage and sustain internal

control for collection of revenue, process debtors account, banking of revenue collected, excising control over the maintenance and application of the filing system for medical records, facilitate proper classification and re-classification of patients, compile management, reports, manage archiving of patient records, evaluation of staff in terms of the performance management system. Prepare on / off duties for staff including ward clerk. Control overtime, standby and Sunday/public holiday claims. Control queue Marshall, porter and mortuary services. Handle enquiries relating to patient admin, assist with case management and compile daily, weekly and monthly statistics and reports.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No:

(013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 320 $\overline{7}$ / 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 32/100 : ADMINISTRATIVE OFFICER: REVENUE MANAGEMENT REF NO:

MPDOH/SEPT/25/373

SALARY:R325 101 per annum, (plus service benefits)CENTRE:Bernice Samuel Hospital (Nkangala District)

REQUIREMENTS : Senior Certificate / Grade 12 or equivalent qualification plus three (3) years

relevant experience or Diploma / Degree (NQF Level 6/7) in Finance / Financial Management / Management Accounting as recognized by SAQA. Knowledge and experience of provisioning administration, focus in the following areas: LOGIS, Preferential Procurement Policy Framework (PPPFA), Public Finance Management Act (PFMA) and Treasury Regulations and general knowledge of Basic accounting system (BAS). Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Valid driver's licence

will be an added advantage.

DUTIES : Collect revenue and bank it, Process debtors accounts. Prepare financial

reports, Develop strategic plans. Maintain and apply the filing system for medical records Classify and reclassify patients, Compile management

reports, Evaluate staff performance

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

No: (013) 766 3018.

POST 32/101 : ADMINISTRATIVE OFFICER: RISK AND SECURITY REF NO:

MPDOH/SEPT/25/374

SALARY:R325 101 per annum, (plus service benefits)CENTRE:Mapulaneng Hospital (Ehlanzeni District)

REQUIREMENTS: Senior Certificate / Grade 12 or equivalent qualification plus three (3) years

relevant experience or Diploma / Degree (NQF Level 6/7) in Finance / Financial Management / Management Accounting as recognized by SAQA. Knowledge and experience of provisioning administration, focus in the following areas: LOGIS, Procurement Policy Framework (PPPFA), Public Finance Management Act (PFMA) and Treasury Regulations and general knowledge of Basic accounting system (BAS). Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Valid driver's licence

will be an added advantage.

DUTIES : Collect revenue and bank it, Process debtors accounts. Prepare financial

reports, Develop strategic plans. Maintain and apply the filing system for medical records Classify and reclassify patients, Compile management

reports, Evaluate staff performance.

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

No: (013) 766 3018.

OFFICE OF THE PREMIER

The Office of the Premier is looking for a dynamic, innovative, experienced and suitable candidate to fill the post of Head of Department: Social Development. The Office of the Premier is an equal opportunity employer. It is our intention to promote representivity in respect of race, youth, gender and disability through the filling of this position and that the candidature of persons, whose transfer/promotion/appointment will promote representativeness, will receive preference.

APPLICATIONS: Please forward your applications, quoting the relevant reference number to:

have been unsuccessful.

CLOSING DATE : 19 September 2025

NOTE : Applications should be submitted in a duly completed recent Z83 form issued

by the Minister for Public Service and Administration, accompanied by a detailed Curriculum Vitae (CV). Only short-listed candidates will be required to submit certified copies of their qualifications. The minimum entry requirement for this post, i.e. Senior Management Services (SMS) posts is a Pre-entry Certificate 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/.The appointment is subject to security clearance, security vetting, employment reference checks, qualifications' verification and signing of an employment contract and a performance agreement. The successful candidate will be

required to disclose his/her financial interests.

MANAGEMENT ECHELON

POST 32/102 : HEAD OF DEPARTMENT (HOD): SOCIAL DEVELOPMENT REF NO:

HOD/SD/2025

SALARY : R1 813 182 per annum (Level 15), (all-inclusive package). In addition, a 10%

Allowance is payable as Head of Department.

CENTRE : Bombela

REQUIREMENTS: An appropriate postgraduate qualification (NQF level 8), as recognized by

SAQA. 10 years' experience at a senior management level. Core and Process Competencies include: Strategic Capability and Leadership, People Management and Empowerment, Programme Management and Empowerment, Change Management, Knowledge Management, Service Delivery Innovations, Client Orientation and Customer Focus and Communication. In addition, the incumbent will have to be sensitive to the political and strategic objectives of government. The ideal candidate should have the following qualities: Strong thinking capability. Ability to lead and align teams of senior professionals and analysts. Strong research, sound networking and interpersonal skills. Sound people management capabilities.

Good exposure to knowledge management ethos and practices. Proven record of honesty and integrity as a professional/ manager. Good exposure to project management practices and systems. Sensitivity to the political-administrative interface, and appreciation of the policy support role within a politically led executive decision-making process.

DUTIES

As an Accounting Officer for the Department of Social Development, the incumbent will be responsible to perform the following functions: Ensuring the efficient and effective management of Social Development matters Providing strategic leadership to the delivery of social development programmes in the province Managing the provision of social welfare programmes and community development programmes Facilitating intergovernmental co-operation to enable comprehensive delivery of social services Facilitating the provision of business support services to the Social Development branches, including the promotion of Batho Pele ethos and integrity management in the Department Continuously monitoring and evaluating the impact of government services in the social and poverty profile of the population in the province Managing the provision of internal audit services Ensuring compliance with the provisions of the Public Service Act and Regulations, collective agreements and other statutory obligations by the staff of the Department Managing the financial, human and physical resources of the Department efficiently and in accordance with government policies. This is a contract post and the successful candidate will be required to enter into a five-years' employment contract and a performance agreement with the Executive Authority. Short-listed candidates will be subjected to a competency assessment and security clearance.

ENQUIRIES

should be directed to the (A) Deputy Director: Internal HRM & D: Ms. SS Monareng Tel No: (013) 766 2004.