

**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>CLOSING DATE</u>	:	22 November 2024
<u>NOTE</u>	:	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). N.B. Applicants are advised to apply as early as possible to avoid disappointments. ERRATUM: Kindly that note that the post of Lecturer Grade 1-2 (PN-D1) (Rob Ferreira Hospital Sub-Campus, Mpumalanga College of Nursing, Kabokweni) with Ref No: MPDoH/OCT/24/344 advertised in Public Service Vacancy Circular 36 dated 04 October 2024, and also the post of EMS Shift Leader Grade 1 (Nelspruit EMS Station, Ehlanzeni District Office) advertised in the Public Service Vacancy Circular 39 dated 25 October 2024 with Ref No: MPDoH/OCT/24/375 have been withdrawn.

OTHER POSTS

<u>POST 41/128</u>	:	<u>LECTURER GRADE 1-2 (PN-D1): ROB FERREIRA HOSPITAL SUB-CAMPUS REF NO: MPDOH/NOV/24/510</u>
<u>SALARY</u>	:	Grade 1: R451 533 - R530 376 per annum Grade 2: R553 545 - R726 717 per annum
<u>CENTRE</u>	:	Mpumalanga College of Nursing, Kabokweni
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic R425 qualification (i.e. Masters / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional nurse plus post basic qualification in Nursing Education registered with the SANC. A minimum of four (4) years appropriate / recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing (2024). 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. Experience after

registration with SANC in Nursing Education after obtaining R118 in Nursing Education will be an added advantage. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills. Excellent written and verbal communication. Leadership skills, Presentation, Facilitation, problem solving, conflict management, research, project management and time management skills.

DUTIES : Planning, co-ordination, implementation, and facilitation of training programmes for nurses in the health establishment. Mentoring and coaching of nursing staff. Co-ordinate the activities of Clinical Education and Training Unit (CETU). Facilitate the implementation of Continuous Professional Development (CPD) Framework. Liaise between Nursing Education and Nursing Practice (Hospital & Nursing College). Provide Skills and competency updates and facilitation of in-service training. Monitoring, evaluation and analysis of training programmes/activities/competencies and skills to ensure quality health service delivery. Internal and External Collaboration on training programmes to ensure effective capacity building. Effective Management, co-ordination, administration, and reporting of Teaching Programmes. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Effective and efficient management of resources.

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.

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

POST 41/129 : **MEDICAL ORTHOTIST & PROSTHETIST GRADE 1 (PRODUCTION) REF NO: MPDOH/NOV/24/511**

SALARY CENTRE REQUIREMENTS : R376 524-R430 512 per annum
: Rob Ferreira Hospital (Ehlanzeni District)
: Senior Certificate / Grade 12 plus Diploma / Degree in Medical Orthotics and Prosthetics. Current valid registration with the HPCSA as independent practitioner in Medical Orthotics and Prosthetics (2024). Valid driver's licence is an inherent requirement. Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA). Public Service Act and related regulations and policies. Service delivery innovation, knowledge management, problem solving skills and analysis, good communication, client orientation and customer focus.

DUTIES : Measure, manufacture, fit and service all MOP devices. Assist in supervision and training of students. Assist in proper management of stores and inventory. Conduct Multi-Disciplinary - and Outreach clinics to Primary Health Care (PHC) facilities on monthly basis. Conducting ward rounds in various wards and fit patients with needed devices. Administration relating

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POST 41/130 : **EMS SHIFT LEADER GRADE 3 REF NO: MPDOH/NOV/24/512**

SALARY CENTRE REQUIREMENTS : R317 751 - R355 812 per annum
: Nelspruit EMS Station (Ehlanzeni District)
: Senior Certificate / Grade 12 plus an Ambulance Emergency Assistant / Emergency Care Technician / Critical Care Assistant / National Diploma in Emergency Medical Care / Bachelor of Technology in Emergency Medical Care with three (3) years' experience after registration with the Health Professions Council of South Africa (HPCSA) as ANT/ ECT / Paramedic / ECP. Current registration with the HPCSA (2024). Unendorsed driver's licence (C1) and valid professional drivers permit (PrDP) for transporting patients. Knowledge, Skills and Competencies: Previous supervisory experience or qualification knowledge of the area including health facilities and neighbouring EMS stations. Be able to work under pressure and excessive hours. Basic

<u>DUTIES</u>	:	knowledge of labour relations. Good communication skills (verbal and written). Computer literacy.
	:	General office administration be responsible of all EMS activities on a shift Human Resource Management. Analyse Patient Report Forms. Rendering of patient management at an Intermediate Life Support level or above. Compile management report. Maintain response times. Maintain discipline on shift. Complete trip authorities for staff. Maintain checklist for vehicles and equipment.
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<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 41/131</u>	:	<u>ARTISAN (PRODUCTION) GRADE A: WASTEWATER TREATMENT PLANT OPERATORS REF NO: MPDOH/NOV/24/513</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R230 898 – R256 263 per annum
	:	Bongani TB Specialized Hospital (Ehlanzeni District)
	:	Minimum of Grade 10-12 or equivalent qualifications plus certificate in water treatment plant / Chemical engineering certificate. Valid driver's licence. Knowledge and experience of operation of waste water treatment plant repairs and maintenance. Knowledge of operation standards. Knowledge in controlling and managing the water distribution for the Government Waterworks within the Area Office jurisdiction. Willingness to work irregular hours and attend to emergencies when required. Ability to communicate in two of the three official languages of the Mpumalanga Province (read & write). Ability to work under pressure. Must be willing to work in adverse weather conditions. In physical sound and healthy condition. Prepared to perform overtime and standby duties, including weekends and public as well as over peak periods, as and when needed.
<u>DUTIES</u>	:	To maintain the wastewater treatment plant at Health facilities by inspecting and undertaking wastewater jobs including reporting thereon. Report faults in the working environment. Monitor, analyze, and record all relevant readings. Maintains accurate records on materials and labour used. Maintains inventory of tools, equipment, and materials. Inspects jobs upon completion and ensure areas are kept clean at all times. Works with supervisors to complete projects at hand. Identify need for repairs & maintenance to facilities following established inspection procedures. Timeously responds to emergency calls as needed. Performs preventative maintenance on tools and equipment when needed. Carry out work and operates tools and equipment according to Occupational Health and Safety regulations. Perform Standby and/overtime duties when required.
<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.
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