



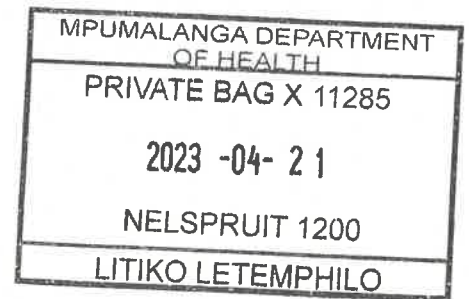
health
MPUMALANGA PROVINCE
REPUBLIC OF SOUTH AFRICA

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Litiko Letemphilo

Departement van Gesondheid

UmNyango WezeMaphilo



Ref.3/2/1
Enq. Ms. MG Mokone
Ext 3340

MEMORANDUM

**TO: ALL STAFF AND MANAGERS
ALL HEADS OF HR AND PERSONNEL OFFICERS
ALL CEO'S AND DISTRICT MANAGERS**

**FROM: MR. JR NKOSI
CHIEF DIRECTOR: HRM AND DEVELOPMENT**

DATE: 21 APRIL 2023

**SUBJECT: ADVERTISEMENT OF LOCAL POSTS FOR DEPARTMENT OF
HEALTH MPUMALANGA PROVINCE**

1. Kindly receive the local advertisement of the post for your facility.
2. This advertisement must be displayed on notice boards of the Institutions/and PHC facilities
3. HR Practitioners /Heads of HR must ensure this advertisement is distributed and displayed in strategic areas.

The closing date for application is **28 APRIL 2023**.

Thanking you in advance.

MR. JR NKOSI
CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

21.04.2023
DATE

“SIYANAKEKELA”

The following posts are vacant and applications from suitably qualified personnel are awaited on or before the closing date of Friday, 28 April 2023.

ADMINISTRATION CLERK (3 Posts) (Replacement)
Salary: R181 599 p.a. [Level 5]
Centre: Winifred Maboja CHC, Piet Retief Clinic 2
Reference No: MPDoH-Local/Apr/23/08

Minimum Requirements: Grade 12 Certificate or equivalent qualifications. Basic Computer Literacy. Good interpersonal and communication skills (verbal and written). Understanding of customer care and Batho Pele Principles. Willing to work under pressure.

Duties: Responsible for facility administration, filling patients files & results, retrieving of patients files, data capturing, consolidation, validation, & generation of reports. To update & distribute data collection tools in service points in the facility. The following systems will be managed by the incumbent: DHIS, Tire.net and HPRS.

FORENSIC PATHOLOGY OFFICER Gr 1 (Replacement)
Salary: R 176 085 p.a.
Centre: Belfast Forensic Pathology Services
Reference: MPDoH-Local/Apr/23/09

Minimum Requirements: Senior Certificate. Knowledge of the Public Service acts and regulations including Batho Pele Principles. Ability to work with corpses that are unidentified, mutilated decomposed and sometimes with infectious viruses. Computer literacy is essential and the candidate should be familiar with the basic MS software package. A valid driver's license is a must and the candidate must be willing to travel extensively. Good interpersonal skills. Ability to work independently. Good verbal and written communication skills. Ability to identify and interact with the relevant stakeholders. Ability to work under pressure in order to meet tight deadlines.

Duties: Respond to scenes of incidents. Perform recovery, storage and processing of corpses. Collect detailed information and other relevant exhibits from the scene of incidents. Assist the Medical Officer when performing the autopsy (evisceration) including x-ray to be taken. Render efficient autopsy process according to the guidelines. Perform scribing duties during the autopsy process. Render efficient handling and management of specimens after autopsy. Complete all the relevant documentation and control all the information optimally. Attend court when necessary. Report to the Forensic Pathology Facility Manager.



ADMINISTRATION CLERK: INFORMATION (2 Posts)
Salary: R 181 599 p.a [Level 5]
Centre: Rob Ferreira Hospital
Reference No: MPDoH-Local/Apr/23/10

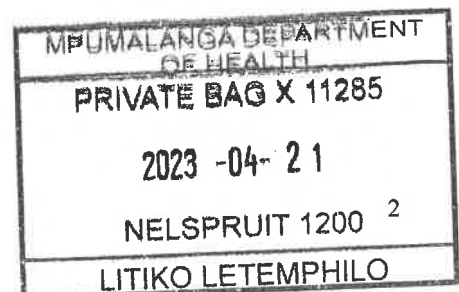
Minimum Requirements: Grade 12 Certificate or equivalent qualifications. Basic Computer Literacy. Good interpersonal and communication skills (verbal and written). Understanding of customer care and Batho Pele Principles. Willing to work under pressure.

Duties: Responsible for NTSG services data collection. Collate, verify data from various units. Distribute and update data collecting tools. Ensure correctness. Completeness and consistency of data recorded in registers and patient files. Render safe keeping of records in the units. Complete and update information management Audit tool. Monitor unit control register.

ACCOUNTING CLERK: PAYMENT (Replacement)
Salary: R 181 599 p.a [Level 5]
Centre: Amajuba Memorial Hospital
Reference: MPDoH-Local/Apr/23/11

Requirements: Grade 12 Certificate with Mathematics or Accounting as passed subject. Computer literacy will be an added advantage. Good interpersonal and communication skills verbal and written. Understanding of customer care and Batho Pele Principles. Willing to work under pressure.

Duties: Verify the completeness, correctness, and compliance/understanding of all aspects of supply chain management processes. Capture payments on LOGIS and BAS system in the expenditure management unit. Manage the financial record management system. Ensuring compliance with departmental and Treasury Regulations. Manage all receivables on open orders (Accruals) and reconciliation of key accounts. Prepare financial reports accruals, irregularity reports, Provide administrative support to finance. Assist in preparing documents in responding to audit requests and queries. Ensure the safekeeping of all transaction supporting documentation for audit purpose in accordance with prescripts. Provide training, guidance and development of learners or other personnel. Handling of queries and enquiries. Perform additional delegated duties when delegated by Financial Management.



ADMINISTRATION CLERK
Salary: R 181 599 p.a [Level 5]
Centre: Nkangala District Office
Reference No: MPDoH-Local/Apr/23/12

Minimum Requirements: Grade 12 Certificate or equivalent qualifications. Basic Computer Literacy. Good interpersonal and communication skills (verbal and written). Understanding of customer care and Batho Pele Principles. Willing to work under pressure.

Duties: Perform general administrative functions for the Office of the Chief Director. Provide secretarial support to the Chief Director. Manage the diary, receive visitors and arrange refreshments, schedule meetings, workshops and organise the logistics thereof. Provide the overall administrative support services in the Office of the Chief Director. Make travel arrangement, manage internal and external correspondence, Develop and maintain filing system, Process claim of the Chief Director. Procure stationery, screen the accuracy of memorandum and submissions to the Chief Director.

ADMINISTRATION CLERK: PATIENT ADMINISTRATION (Replacement)
Salary: R181 599 p.a. [Level 5]
Centre: Shongwe Hospital
Reference No: MPDoH-Local/Apr/23/13

Minimum Requirements: Grade 12 Certificate or equivalent qualifications. Basic Computer Literacy. Good interpersonal and communication skills (verbal and written). Understanding of customer care and Batho Pele Principles. Willing to work under pressure.

Duties: Capturing of patients records on PIES system, filling of patients files, handling of funds if necessary, Handling of enquiries related to patients. Opening of new/existing of patient files and accounts on PEIS, Complete relevant information pertaining patient details. Determine the fee classification in terms of UPFS: verify classification by obtaining necessary information from patients. Rendering variety of administrative duties such as typing of documents, filing of records, photocopy documents and registering of incoming and outgoing documents. Assist in collecting statistics. Handle routine enquiries; distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Handle telephone accounts and petty cash for the component.



MPUMALANGA DEPARTMENT OF HEALTH
PRIVATE BAG X 11285
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LITIKO LETEMPHILO

PROVISIONING ADMINISTRATION CLERK (2 Posts) (Replacement)

Salary: R181 599 p.a. [Level 5]

Centre: Shongwe Hospital, Impungwe Hospital

Reference No: MPDoH-Local/Jan/23/14

Minimum Requirements: Grade 12 Certificate or equivalent qualifications. Basic Computer Literacy. Good interpersonal and communication skills (verbal and written). Understanding of customer care and Batho Pele Principles. Willing to work under pressure.

Duties: Render asset management clerical support. Compile and maintain records (e.g asset records/databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.

TELECOM OPERATOR

Salary: R151 881 p.a [Level 4]

Centre: Tintswalo Hospital

Reference: MPDoH-Local/Apr/23/15

Minimum Requirements: NQF level 4 or 5 (Grade 12 Certificate or equivalent). Must be Computer literate. Good interpersonal and communication skills (verbal and written). Understanding of customer care and Batho Pele Principles must be able to work shifts.

Duties: Operation of switchboard. Ensure maintenance and functioning of Switchboard Handle incoming and outgoing calls. Channel calls to the appropriate sections. Answer general queries, keep record of trunk calls. Take messages and give message expediently. Issuing of private telephone accounts to relevant officers. Report abuse of telephones.



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