

communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Participate in quality improvement programs. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations. Ensure adherence to Batho Pele Principles and Patient Right Charter.

**ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / 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 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 18/321** : **DENTAL THERAPIST GRADE 1 REF NO: MPDOH/MAY/22/16**

**SALARY** : R322 746 – R367 299 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Mapulaneng Hospital (Ehlanzeni District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA), in the relevant profession (where applicable). Registration with HPCSA as a Dental Assistant and proof of current registration (2022). Valid driver's license will be an added advantage. **NB:** Any previous experience must be covered by the attachment of certificate of services.

**DUTIES** : The incumbent should have a dental assistant knowledge including infection control, chair site assistant, maintenance of equipment, stock control knowledge of instruments and materials as well as inventory, he or she will work in dental surgery in the clinic, mobile prison, institutions and any other administrative duties including patients' registration. Answering of telephone, filing of cards, ordering of materials, and booking of patients. Prepare the dental exam room for use by the dentist by making sure it is stocked and organized. Sterilizing dental instruments and equipment, and placing for easy access. The person will also doing relief duties in other clinics, prisons, mobile and institution. The person will also be rotating within the sub districts. He or she should have good communication skills, good interpersonal relations and ability to work under pressure. Perform all other duties as delegated by Supervisor/ Manager.

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**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 18/322** : **PRINCIPAL PERSONNEL OFFICER REF NO: MPDOH/MAY/22/17**  
(Replacement)

**SALARY** : R261 372 per annum, (plus service benefits)

**CENTRE** : Tintswalo Hospital (Ehlanzeni District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent plus three (3) years' experience in Human Resource unit or Diploma / Degree in Human Resource, Administration / Public Management. Extensive knowledge of PERSAL and at list must have three PERSAL courses including 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 license will serve as an added advantage.

**DUTIES** : 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 advice 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 Chief Personnel Officer / HR Manager.

**ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / 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 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 18/323** : **FOOD SERVICE MANAGER REF NO: MPDOH/MAY/22/18**

**SALARY** : R261 372 per annum, (plus service benefits)  
**CENTRE** : Mpumalanga College of Nursing, Kabokweni  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus six (6) years relevant experience or Diploma / Degree in Food & Beverage Management / Food Technology / Hospitality Management / Food Science. Knowledge of food service management. Excellent communication (written and verbal) skills. Prior knowledge of stock and key control required. Good interpersonal, analytical and problem solving skills. Ability to work as a team and independently under pressure. Should have effective leadership skills. Computer literacy. Drivers licence will be an added advantage.

**DUTIES** : Manage material resources, manage equipment's, and manage the preparation and serving of food and refreshment, manage stock. Conduct stock taking. Ensure cleanliness in the unit. Compile performance packs and conducting performance reviews of staff. Ensure compliance to occupational health and safety. Exercise over control in the section. Apply hygienic in good service unit. Planning and coordinate venues, meetings, schedules and services. Developing and implementing of policies in the section, compiling of reports and submit on monthly basis. Supervision in the section.

**ENQUIRIES** : Mr. Michael Mlangeni Tel No: (013) 766 3753 / 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 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 18/324** : **PROFESSIONAL NURSE WITH MIDWIFERY (PN-A2) GRADE 1-3 REF NO: MPDOH/MAY/22/19 (X3 POSTS)**  
 (Replacements)

**SALARY** : R260 760 - R492 756 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Mmamethlake Hospital  
 Allemansdrift CHC (Nkangala District)  
 Nelspruit CHC (Ehlanzeni District)

**REQUIREMENTS** : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022). Current registration with the SANC as a Professional Nurse. A minimum of 1 – 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **NB:** Any previous experience must be covered by the attachment of certificate of services.

**DUTIES** : Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians,