

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH**

(This Department is an equal opportunity, affirmative action employer, whose aim is to promote Representivity in all levels of all occupational categories in the department.)

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za certified copies of ID documents, educational qualifications, certificates of service and professional registration certificates - not copies of certified copies and proof of current registration must be submitted together with your CV. People with disabilities should feel free to apply for the posts. 2. The reference number must be indicated in the column provided on the form Z83 ,eg ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful.

OTHER POSTS

POST 22/102 : **CHIEF MEDICAL OFFICER: (OBSTETRICS AND GYNECOLOGY) GTN 05/2009**

SALARY : R407 745 per annum Scarce skills allowance (15%) =R61 161.75 per annum, Rural Allowance (22%) =R89 703.90 per annum, Commuted Overtime =R16 hours other benefits: 13th Cheque (Service Bonus) Medical Aid (Optional) Housing Allowance: Employee must meet prescribed requirements

CENTRE REQUIREMENTS : Greytown Hospital
: Bachelor of Medicine/ Surgery or Equivalent .Diploma in obstetrics/ part 1FCOG or Equivalent. Current registration with HPCSA as a medical Practitioner, At least 5 years experience in post internship in obstetrics and Gynecology

DUTIES : Examination, diagnosis and management of patients in obstetrics and Gynecology. Facilitation of staff training and ongoing medical education Perform caesarian actions, Hysterectomies and other gynecology and Obstetrics procedure. Perform after hours calls for general patients. Deputize the medical manager .Attend patients in nursery (both mother and child) Perform Obstetrics in high risk clinics. Perform perinatal meetings

ENQUIRIES APPLICATIONS : Dr M Ndlangisa: tel. No: 033 394230
: Applications must be forwarded to: Human Resource Manager, Greytown Hospital, Private Bag X5562, Greytown, 3250

FOR ATTENTION CLOSING DATE : Mr. MP Khoza: tel. No: 033 413952
: 12 June 2009

POST 22/103 : **SENIOR SPECIALIST ORTHOPAEDIC SURGEON (2 POSTS) ORTHOPAEDIC TRAUMA UNIT REF NO: SSPECS ORTHO TRA/2/2009**

SALARY : R407 745 per annum all inclusive salary package (plus commuted overtime and scarce skills allowance)

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital
: Applicants must be currently registered with the Health Professions Council of South Africa as a Specialist in Orthopaedic Surgery. There should be evidence of Experience in managing severe trauma, and six months (6) post registration experience as a specialist.

DUTIES : These posts are designated for the Orthopaedic Trauma Services at Inkosi Albert Luthuli Hospital including the Level I Trauma Unit and Trauma Intensive Care Unit. You will be expected to assist the Chief and Principal Specialists in the management of the Trauma Unit /ICU and ensure optimal care of the critically injured. Participation in the non-trauma Orthopaedic Surgical services at Inkosi Albert Luthuli Central Hospital may be included as part of the duties at the discretion of the Director and Head of Orthopaedics at Albert Luthuli Hospital. Key Responsibilities: Participation in the clinical trauma services : inter-disciplinary co-ordination of the management of the critically injured : supervision of the surgical trainees rotating through the unit: ensuring the highest standards of clinical , professional, and ethical behaviour and to undertake teaching of health care personnel: conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act: promote education in trauma prevention.

ENQUIRIES : Professor I Goga 031 240 2160/2

APPLICATIONS : All applications should be forwarded to: The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 Mayville 4058

CLOSING DATE : 19 June 2009

POST 22/104 : **PRINCIPAL MEDICAL OFFICER: REF NO. PMOCARD1/2009**
Department: Cardiology

SALARY : An all inclusive flexible remuneration package of R344 052 per annum excluding commuted overtime and scarce skills allowance.

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Current registration with the Health Professions Council of South Africa as a Medical Officer PLUS At least two (2) Years post registration experience as a Medical Officer. Knowledge, Skills, Training and Competencies Required: Knowledge and skills in clinical medicine, including acute emergency medicine. Demonstrate ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organizing, and Interpersonal skills. Computer literacy.

DUTIES : Broad knowledge of working in a cardiology unit. Good communication and supervisory skills. Assessment, diagnosis and management of patients within the field of clinical cardiology. HR management skills with behavioral attributes that display: Stress tolerance. Ability to work within a team. Self-confidence. Capacity to build and maintain relationships.

DUTIES : Key Result Areas: Provision of cardiology services based at IALCH- Management of patients in the Cardiac Ward, CCU and Clinics Provision of after-hours (nights, weekends, weekends, public holidays) call service for the department at IALCH Manage designated areas of responsibility in the cardiology department Active involvement in the administration of cardiac clinics and wards to optimize patient care. Assist in the implementation of guidelines, protocols and clinical audits. Involvement in undergraduate training including the teaching of medical and paramedical staff in the department Participate in the academic programme, Including research.

ENQUIRES : Prof DP Naidoo (031) 240 2207

APPLICATIONS : All applications should be forwarded to : The Human Resource Manager, and should be handed to our HR Reception on Level 4 Management Building or posted to Private Bag X03 Mayville 4058

CLOSING DATE : 19 June 2009

POST 22/105 : **SENIOR MEDICAL OFFICER REFERENCE: IMBAL /HR/05/2009**

SALARY : R217 482-252 483p.a.Plus 13th cheque, Other Benefits: 18% scarce skills allowance, 15%inhospitable rural allowance, Medical Aid Optional and Housing Allowance (employee must meet prescribed requirements)

CENTRE : Imbalenhle CHC

REQUIREMENTS : A tertiary qualification (MBCHB or equivalent) plus. Current registration as a medical practitioner/ with the Health Professions Council At least one (1) year post internship experience as a Medical Practitioner. Knowledge, Skills, Training and Competencies Required: Basic diagnostic, clinical, investigate and therapeutic skill for general MOPD. Sound knowledge of all legislation and regulation applicable to the health services and medical practice. Must be service delivery oriented and possess sound Medical Ethic skill. Principles of public service and health services management. Ability to work in multi-disciplinary team

DUTIES : Key Performance Areas: Provides a holistic patient care, inclusive of examining and formulation of patient treatment plans. Performs surgical procedures within the scope of practice. To render diagnostic and treatment services in inpatient and outpatients department in Primary Health Care services. Provides an ongoing medical management of patients with chronic conditions. Assist in clinical audits and quality improvement programme. Provision of input on Medico-Legal problems Conduct orientation and induction for new Medical staff.

ENQUIRES : Dr S Cassimjee 033-398 9100

APPLICATIONS : Human Resource Department, Private Bag X9104, Pietermaritzburg, 3200

FOR ATTENTION : Mr HS Mbanjwa

CLOSING DATE : 19 June 2009

POST 22/106 : **SENIOR PHARMACIST REFERENCE NUMBER: SUN 01/2009**

SALARY : R145 920 per annum, Benefits: 13TH Cheque, Medical Aid Optional and Housing Allowance.

CENTRE : Sundumbili Community Health Centre

REQUIREMENTS : National diploma/ degree in Pharmacy Current registration with South African Pharmacy Council as a Pharmacist At least (1) One year experience as a Community service Pharmacist and (1) one year as pharmacist. Grade 12 Certificate Knowledge Skills and Competences: Sound knowledge of work processes and procedures in the pharmacy. Commitments to service excellence, together with innovative and analytical thinking based on sound ethical principles. Understand the relevant acts. National Drug Policy, Department of Health Service and good pharmacy practice. Knowledge of essential drug list. Appropriate clinical and theoretical knowledge. Computer literacy .Good communication, organizational and interpersonal skills

DUTIES : Key Performance Areas: Implement procedure for the benefits of the staff and pharmacy service. Stock procurement and control including data capture. Visits to wards and clinics to review prescription (dispense medication to C.H.C patients and clinics patients. Manufacture and compound pharmaceutical products including pre- packing and labeling of medication. Exercise control over expenditure ensuring no wastage of pharmaceuticals and other resources. Maintain accurate patient's records and statistics. Provide medical information, counseling and education to healthcare professionals and patients. Supervise and provide training to pharmacy assistants and other junior staff. Play an active role in counseling and dispensing ARV medication to patients

ENQUIRIES : Mr. D.Grobbelaar Tell 032 454 7503

APPLICATIONS : All applications should be forwarded to; The Human Manager And should be handed to our HR and Finance Park home to Private bag X6032, Mandeni, 4490

CLOSING DATE : 12 June 2009

POST 22/107 : **HEALTH THERAPIST: CHIEF RADIOGRAPHER REF GS 29/09**

SALARY : R145 920 per annum, 10% scarce skills allowance, 13TH cheque overtime, medical -aid, (optional) homeowners allowance (employee must meet the prescribed requirements

CENTRE : Greys Hospital (Pietermaritzburg)

REQUIREMENTS : National Diploma / Degree in diagnostic radiography Proof of original registration with the Health Professions Council of South Africa AND proof of current registration for 2009/2010 Three to five years diagnostic radiography experience Recommendation: Recognised additional qualification (post graduate) in Mammography OR proof of current registration in the Mammography course. Knowledge, Skills, and Experience Required: Expert knowledge of diagnostic radiography and mammography procedures and equipment Good communication, team building and problem solving skills Expert knowledge of radiation quality assurance programmes and radiation protection measures. Basic supervisory skills

DUTIES : Key Performance Areas: Production of high quality diagnostic radiographs. Performance of quality assurance tests as required by the Radiation Control Directorate. Working in the other sub-departments (when own work load permits/when required) to ensure efficient service delivery. Willingness to participate in shift and standby duties including night, weekends and Public Holidays on occasions/should the need arise. Provide assistance, training and supervision to junior staff and student radiographers. Promote good health practices and ensure optimal care of the patient. Perform reception, clerical and darkroom duties as required. General administrative duties as allocated Play a key role in institutional radiographic policy making and planning for service improvement.

ENQUIRIES : MRS WOOD (033) 8973208

APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION : Mrs. M. Chandulal

CLOSING DATE : 10th June 2009

POST 22/108 : **HEALTH THERAPIST: CHIEF RADIOGRAPHER (ULTRASOUND) REF GS 30/09**

SALARY : R145 920 per annum, 10% scarce skills allowance, 13TH cheque overtime, medical -aid, (optional) homeowners allowance (employee must meet the prescribed requirements

CENTRE : Greys Hospital (Pietermaritzburg)

REQUIREMENTS : National Diploma in Radiography: Ultrasound Registration with Health Professions Council of South Africa as radiographer. Proof of original registration with the Health Professions Council of South Africa and proof of current registration for 2009/2010 Three to five years ultrasound experience. Recommendation: Bachelors Degree in Technology Radiography: Ultrasound or currently studying towards the degree Knowledge, Skills, and Experience

Required: Expert knowledge of ultrasound procedures and equipment. Good teaching skills and sound knowledge of scanning protocols. Good communication, team building and problem solving skills. Sound report writing and administrative skills. Basic supervisory skills

DUTIES : Key Performance Areas: Perform and report on quality ultrasound examinations. Provide guidance and training to student and community service radiographers and radiology registrars. Assist radiology doctors with general ultrasound examinations and interventional procedures. Promote good health practices and ensure optimal care of the patient. Participate in quality assurance and quality improvement programmes General administrative duties including reception when necessary

ENQUIRIES : Mrs A. Cooke (033) 8973203

APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION : Mrs. M. Chandulal

CLOSING DATE : 10th June 2009

POST 22/109 : **MEMBERS OF HOSPITAL BOARD REFERENCE: MOS 2009/17**
(Voluntary work)

SALARY : No Remuneration

CENTRE : Ingwavuma Mosvold Hospital

REQUIREMENTS : Senior certificate (grade 12) or Equivalent Any person of good standing in the community A person not employed by the Department of Health :KZN A person not receiving any remuneration from the department of Health: KZN Person with legal ,financial ,religious and health background are highly recommended Youth and disabled person are equally recommended

DUTIES : Key Performance Areas: To become and remain acquainted with operation of the hospital ,service or institution for which such a board is constituted To act as channel of communication between management and the local community and to liaise with other organizations with a view to assisting patients and staff in areas of special needs. To advise the administration on matters generally affecting the conduct and management of the hospital, service or institution for which such a board is constituted. To concern itself with the general aspects of staffing field, but excluding matters relating to particular staff members such as individual appointments ,promotions, personal merits of demerits. To make recommendations to management regarding the purpose for which any fixed or removable property bequeathed to the hospital ,service or institution concerned should be used. To consider and if necessary, make recommendations in respect of any complaint, except for complaints against the Hospital Manager, made available to it. To ensure that no members shall vote upon or take part in or be present during discussions of any matter before the board in which he/she has directly any pecuniary interest. To ensure that all recommendations to the Minister of Health or Head of Department ,as the case may be concerning any other matter which is specifically referred to the board by the Minister of Health or Head of Department.

ENQUIRIES : Mr J.S Mthombo Tel: 035-5910122 ext 176

APPLICATIONS : All applications must be posted to: The Hospital Manager Mosvold Hospital Private Bag x 2211 Ingwavuma 3968

CLOSING DATE : 20 June 2009

NOTE : The following documents must be submitted:-Application letter Certified copies of original educational qualifications Comprehensive curriculum vitae 2. The reference number must be indicated in the column provided on the letter of application, eg Mos 2009/03.

DEPARTMENT OF PUBLIC WORKS

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer. Female persons and people with disabilities are encouraged to apply.

APPLICATIONS : Forward your application, quoting the relevant reference number to: The Manager, Human Resources Department of Public Works Private Bag X 9142 Pietermaritzburg 3200

FOR ATTENTION : Mrs D. Scheffers

CLOSING DATE : 30 June 2009

NOTE : Applications must be submitted individually on the prescribed Z83 form obtainable from any Public Service Department and shall be accompanied by a comprehensive curriculum vitae together with certified copies of qualifications,(including Senior Certificate) skills or competencies to substantiate compliance/adherence with the advertisement appointment requirements plus a certified copy of the Identity Document and Drivers licence. Copies of copies OR copies certified on the blank side of the copy shall not be accepted. Faxed or

electronic copies shall not be considered. Candidates are also advised not to send their applications through registered mail as the Department will not take responsibility for non-collection thereof. It is the applicant's responsibility to have foreign qualifications assessed for equivalence by the South African Qualifications Authority (SAQA). Applicants recommended for appointment shall be subjected to a vetting process prior to an offer of appointment being made. Applications that do not comply with the abovementioned instructions shall be disqualified. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be advised by this office within three (3) months of the closing date of this advert, kindly consider that your application was not successful.

OTHER POSTS

POST 22/110 : **ASSISTANT MANAGER: CONTRACTORS & CONSULTANTS MANAGEMENT (3 POSTS) REFERENCE NO. HO 12/2009**

SALARY : R217 482 per annum
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : An appropriate recognized National Diploma plus appropriate Project Management and/or Technical experience (strongly recommended) Valid code 08 Drivers Licence. Computer literacy Skills, Knowledge & Competencies: *Analytical and Innovative thinking *Policy development and interpretation *Financial management *Advanced interpersonal skills *Willingness to work extended hours and under pressure *Presentation skills *Project management. Recommendations: A Project Management or Technical qualification will serve as a strong recommendation.

DUTIES : Key Performance Areas: *Assist with: -the management of contractors and professional consultants development programmes -the development and management of initiatives for emerging consultants and contractors -liaison and linkages with professional bodies, societies and contractor forums-management of all issues pertaining to the utilization of consultants and contractors -the implementation and management of strategies relating to the appointment of consultants committee -the development and implementation of policies, procedures and SOPS for consultants and contractors -providing a secretariat function for AOCC *Coordinate districts and Provincial Service Provider/Contractors forums *Manage resources within the component *Implement and manage pilot programmes for consultants and contractors *Facilitate and participate in the transformation of the contractor sector and pilot relevant programmes *Total commitment and willingness to facilitate sector transformation *Manage subordinate staff within the directorate

ENQUIRIES : Mr N. Vilakazi (033 – 355 5429)

POST 22/111 : **ASSISTANT MANAGER: FACILITIES MANAGEMENT & PLANNING (PROPERTY MANAGEMENT) (2 POSTS) REFERENCE NO. HO 14/2009**

SALARY : R174 243 per annum
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : A National Diploma/Degree in any related field plus appropriate relevant experience in facilities management Valid code 08 Drivers Licence. Proficiency in Microsoft packages (MS Word, Excel and PowerPoint) Skills, Knowledge & Competencies: *Interpretation and application of policies/legislation *Research, policy formulation and supervisory skills *Strategic Planning and co-ordination *Presentation and facilitation *People management and empowerment *Analytical, creative and innovative thinking Recommendations: *Knowledge of PFMA, 1999 as amended and Treasury Regulations *Understanding of Government Immovable Asset Management Act, 2007 *Knowledge of User and Custodian Asset Management Plans *Knowledge of Public Service Act and Regulations *Knowledge of Departmental policies, procedures and delegations *Supply Chain Management policy and guidelines-Contract management

DUTIES : Key Performance Areas: *Facilitate the development of asset management plans for Province in line with Giama *Prepare reports on the implementation of asset management policy and practices and ensure compliance with legislation *Develop, monitor and report on compliance of maintenance plans *Co-ordinate conditional assessments and ensure the efficient and effective utilization of client Department's resources

ENQUIRIES : Mrs M.S. Linda (033 – 355 5533)

POST 22/112 : **ASSISTANT MANAGER: POLICY, RESEARCH & COLLECTIVE BARGAINING REFERENCE NO. HO 15/2009**

SALARY : R174 243 P.A.

CENTRE : Head Office, Pietermaritzburg

REQUIREMENTS : An appropriate National Diploma/Bachelor's Degree. Appropriate experience in both a labour and supervisory environment. Valid Drivers Licence. Computer Literacy. Skills, Knowledge & Competencies: *Detailed knowledge of relevant prescripts and legislation *Research, policy development *Written and verbal communication, good interpersonal relations, problem solving, conflict management and negotiation skills.

DUTIES : Key Performance Areas : *Co-ordinate reports to the GPSSBC and PSCBC Employer Caucus and chamber meetings *Disseminate GPSSBC and PSCBC chamber decisions/solutions *Facilitate the proper implementation of national sectoral collective and departmental agreements *Maintain record of shop stewards and trade unions operating within the Department *Conduct research and facilitate the development of labour relations policies *Assist and provide guidance in the development of other departmental policies *Provide advice to management on collective bargaining procedures *Co-ordinate Labour Relations Forum meetings *Co-ordinate bilateral and/or multilateral meetings with trade unions *Serve as a secretariat where necessary *Conduct workshops on resolutions, collective agreements and other labour relations related matters *Supervise employees

ENQUIRIES : Mr N.R. Nzimande (033 – 897 6325)