

**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.)

CLOSING DATE : 30 June 2009
NOTE : Application must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Identity Document, Highest Educational Qualifications-not copies of certified copies. The reference number must be indicated in the column provided on form Z83, e.g. Reference Number 9GTN 07 /2009). NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). Due to the large number of applications received, applications will not be acknowledged. However, only short-listed applicants will be advised of the outcome of his or her application, in due course.

OTHER POSTS

POST 24/114 : **LECTURER GRADE 1 (2 POST) REF: CE/LG1/2009**

SALARY : R 177 318 per annum PLUS 12% rural allowance
CENTRE : CEZA SUB – CAMPUS
REQUIREMENTS : Minimum Education Requirements for the post: Degree / Diploma in Nursing Education Registration with SANC as a General Nurse and Midwife. A minimum of two (2) years appropriate / recognizable experiences after registration as a Professional Nurse in General Nursing. Current SANC receipt. Knowledge, Skills Training and Competencies Required: Sound knowledge of teaching and evaluation approaches. Application of SANC rules and regulations as well as scope of practice. Good conflict management, problem solving, supervising and organizational skills. Demonstrate initiative and enthusiasm in executing duties.

DUTIES : Key Performance Areas: Theoretical and clinical instructions and evaluation of academic programs. Actively participate in staff development. Assist in planning, coordinating and implementation of students training programme. Students/pupil clinical accompaniment, supervision and counseling. Support the mission and promote the image of the College.

ENQUIRIES : Mrs N.K Mthethwa 035 8325159
APPLICATIONS : Applications should be forwarded to: human resource manager CEZA hospital, Private Bag X 200, CEZA 3866

POST 24/115 : **PROFESSIONAL NURSE (GRADE1) X2 POSTS-GENERAL STREAM: GTN 07/2009**

SALARY : R117 225 Per Annum,13th cheque (Service Bonus),Medical Aid(Optional),Rural Allowance 12%,Housing Allowance: (Employee must meet the prescribed requirement)

CENTRE : Greytown Hospital
REQUIREMENTS : The successful candidate must be in possession of an appropriate 3 year Degree /National Diploma in General Nurse: plus current registration with the S.A.N.C as a General Nurse as well as proof of registration as a Nurse. Knowledge: Broad knowledge of S.A.N.C Rules and Regulations. Sound knowledge of the scope of practice in the area of performance. Code of conduct.

DUTIES : Execute duties and function with proficiency within prescripts of the applicable registration. Provide nursing care that lends itself to improved service delivery by: Upholding Batho Pele principles: Monitor patient activities, Perform standard procedures in terms of policies and procedures, Adapt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient record. Ensure proper utilization of resources and exercise care over government property. Supervision of subordinate in execution of the duties. Implement infection control policies in the hospital/MDR clinic. Ensure proper functioning of day to day activities within the MDR clinic.

ENQUIRIES : May be directed to Mrs JM Ndlovu 033 4139 410
APPLICATIONS : Applications to be forwarded to: Human Resources Manager, Greytown Hospital, Private Bag X 5562, Greytown, 3250
FOR ATTENTION : Ms. E.N Mkhize 033 4139 490

DEPARTMENT OF PUBLIC WORKS

APPLICATIONS : Direct your applications, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the Head of Department, Department of Public Works, Private Bag X 54336, Durban, 4000

FOR ATTENTION : M NT Phewa

CLOSING DATE : 26 June 2009 at 12:00

OTHER POSTS

POST 24/116 : **ASSISTANT MANAGER: ACQUISITIONS AND DISPOSAL REF. NO: AM/AD 0709**

SALARY : R217 482 per annum

CENTRE : eThekweni Region

REQUIREMENTS : An appropriate National Diploma/Degree plus appropriate experience in Property Management or Conveyancing disciplines (one year of which must be in a supervisory or managerial capacity). Candidates are also required to be computer literate (MS Word, MS Excel and Power Point) and be in possession of a valid driver's licence. Recommendations: Knowledge of Government Immoveable Asset Management Act of 2007; Knowledge of the PFMA of 1999, Treasury Regulations, Provincial State Land Administration Act of 2003, Good Managerial skills, Human relation skills, Communication skills, Experience in drafting complex submissions and letters and Project Management skills.

DUTIES : Conduct an investment analysis to confirm functionality of each property and recommend unutilized or superfluous properties for disposal. To give inputs on the regional disposal plan and the disposal strategy. To manage the acquisition of land and buildings for provincial government use. Prepare motivations to the senior management for approval to acquire properties and motivate to treasury for all financial implications of land transactions. To attend the Provincial State Land Disposal Committee to table disposal cases and also to discuss property related matters. Negotiate with property owners to get best value from properties to be acquired and also appoint independent valuers to confirm market value thereof. To liaise with different stakeholders including the State Attorney and Legal Services office on conveyancing and litigation cases. To manage the disposal of superfluous state land and buildings in line with the KZN State Land Disposal Act, GIAMA, BBBEE and PFMA etc. To ensure effective supervision of staff within the Acquisition and Disposal section.

ENQUIRIES : Mrs. L Mantambo Tel: (031) 203-2285

POST 24/117 : **ASSISTANT MANAGER: PROPERTY PAYMENTS REF. NO: AM/AD 0809**

SALARY : R217 482 per annum

CENTRE : eThekweni Region

REQUIREMENTS : A Bachelors Degree in either Commerce / B.Compt. or a National Diploma in Accounting or Cost Management or equivalent qualification. Experience in debtors and \ or creditors control function and accounts reconciliations. Must have supervisory or management experience. Must be computer literate (MS Word, Excel and Power point). A valid driver's licence. Recommendations: Knowledge of PFMA, Treasury regulations, Property rates act, problem solving skills, analysis and supervisory skills. Good communication report writing skills. Must be able to work under pressure and be able to work extended hours where necessary.

DUTIES : Manage staff. Manage budget and related records of the section. Implement internal controls and ensure compliance with internal controls, procedures and rules and regulations. Authorise creditor's payments. Evaluate and review creditor's accounts and reconciliations of accounts. Prepare and submit creditors and operational reports and other related and hoc reports within set deadlines. Liaise with internal and external customers.

ENQUIRIES : Mrs. L Mantambo Tel: (031) 203-2285