

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

- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. building or posted to Private Bag X02, Congella, 4013.
- CLOSING DATE** : 24 March 2017
- 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, Std 10, 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. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. 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. Please note that due to financial constraints, there will be no payment of S&T claims.

OTHER POST

- POST 10/83** : **MEDICAL OFFICER GRADE 1/2 REF NO: HRM 07/2017**
Directorate: Dept of Dermatology
- SALARY** : GR 1: R686 322, – R 739 368, p.a. (All inclusive salary package) plus commuted overtime on application. Registration with HPCSA as Medical Practitioner.
GR 2: R 784 743, – R 858 063, per annum (All-inclusive package) plus commuted overtime on application.
Experience: Grade 1: None to less than 5 years actual experience as a Medical Officer after registration with The HPCSA as a Medical Practitioner
Grade 2: 5 years to less than 10 years actual experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner
- CENTRE REQUIREMENTS** : King Edward VIII Hospital (KEH)
MBCHB or equivalent qualification PLUS, Registration Certificate with HPCSA as a Medical Practitioner PLUS current registration with HPCSA as a Medical Practitioner. Recommendation: FCDerm, Knowledge, Skills, Training and Competencies Required: Sound knowledge and experience in Dermatology, ability to teach and supervise junior staff and medical students and dermatology registrars, good communication, decision making and clinical skills, ability to function in a multi-disciplinary team
- DUTIES** : Key Performance Areas: Provide Dermatology services at King Edward VIII Hospital, Albert Luthuli and at relevant Durban Metropolitan State hospitals, provide after hour care in accordance with the commuted overtime contract, supervision and training of junior staff working in the Department, present at academic meetings in the department, undertake departmental administrative work allocated to you, attend meetings delegated to you by HOD, get involved in the departments research and drug trials, get actively involved in Dermatology outreach programs, to teach medical students and nursing staff as required, participate in the quality improvement programs of the Department including clinical audits and CPD activities, maintain clinical, professional and ethical standards, assist Unit Manager in developing of protocols and clinical guidelines, after hour duties is a requirement
- ENQUIRIES** : Dr. N.C. Dlova Tel no: (031) 260 4531 or 260 4504

DEPARTMENT OF PUBLIC WORKS

- APPLICATIONS** : Direct your application, quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement, to: The Senior Manager, Human Resources, Department of Public Works, Private Bag X9142, Pietermaritzburg 3200, Alternatively, applications can be delivered to 191 Prince Alfred Street, Pietermaritzburg.
- FOR ATTENTION** : Mrs BG Mahlaba

CLOSING DATE : 17 March 2017

OTHER POST

POST 10/84 : **LEGAL ADMINISTRATION OFFICER: MR3 OR MR4 REF NO: LAO/LS/2017**
This post is a re-advert, candidate who applied previously are encouraged to re-apply

SALARY : Salary MR 3 from R210 837 Salary MR 4 from R254 709
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : A Grade 12 or equivalent plus a Bachelor of Laws (LLB) degree or equivalent. MR 3 At least 2 years' appropriate post-qualification legal experience and MR4 At least 8 years' appropriate post qualification legal experience. Experience preferably in commercial litigation, property law/conveyancing and contract drafting matters. Admission as an Attorney or an Advocate. Computer Literacy namely (Word processing, Spreadsheet, Presentation and email software programmes & a valid driver's licence. RECOMMENDATIONS: Good written and verbal communication skills, analytical and problem-solving skills, interpersonal skills & time-management skills.

DUTIES : Key Performance Areas: Interpret, draft and edit a wide variety of legal documents such as contracts, guarantees etc in order to protect the interests of the Department. Providing litigation advisory services for the Department. Provide accurate and well-researched legal opinions and advice. Advising and dealing with general public service and policy issues, ensuring compliance with legislation and keeping abreast of legal developments and conducting research on the law. Developing and drafting of provincial legislation as required by the Department Assist with the development of Departmental policies.

ENQUIRIES : Ms A Khan Tel no: 033-355 5666

NOTE : NB!! Short-listed candidates may be subject to a competency test, which may determine further short-listing for the interview process