

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

*This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post*

**NOTE** : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za). Recently certified copies of highest educational qualification and not copies of certified copies. Certified I.D Copy, Updated Curriculum Vitae, Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ILE GROUT01/2016.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications)

**MANAGEMENT ECHELON**

**POST 28/118** : **MANAGER: MEDICAL SERVICES (NON CLINICAL) TO SERVE BOTH AS MEDICAL MANAGER AND CHIEF EXECUTIVE OFFICER: REF NO: G39/2017**  
Cluster: Cluster: District Health Services

**SALARY CENTRE REQUIREMENTS** : An all Inclusive salary package of R1 052 712 per annum  
: Jozini Community Health Centre  
: BCHB qualification; PLUS Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner; PLUS A minimum of five (5) years in a Health Institution or Primary Health Care environment. Unendorsed valid Code B driving licence (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and Stamped by employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies required:-The incumbent of this post will report to the District Manager, and will responsible to manage the provision of district level one health service. The ideal candidates must:-Possess knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PMF), Public Service Act and related regulations and policies. Possess knowledge of procurement, human resource management, work methods and procedures. Have strategic capability and leadership, programme and project management, financial management, change management people management and empowerment. Have service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

**DUTIES** : Key Performance Area: Manage the day - to- day function of the hospital to ensure effectiveness and efficiency. Implement financial planning, monitoring and control of expenditure. Formulate and implement strategies and policies to promote efficiency inclusive of clinical practices. Develop and implement clinical practices planning for the Hospital. Manage the provision of clinical services within the Hospital and its Clinic. Ensure the implementation of human resource development policies to promote knowledge, skills and competencies especially clinical expertise. Provide effective leadership to motivate staff and promote team work.

**ENQUIRIES APPLICATIONS** : Ms P M Themba Tel no: (035) 5721327  
: All applications should be forwarded to: The District Manager: Umkhanyakude District Office: KZN Department of Health, Private Bag X026, Jozini, 3969 OR Hand delivered to: Jozini main Road, Opposite KFC

**FOR ATTENTION CLOSING DATE** : Mr F G Cele  
: 28 July 2017

## OTHER POSTS

**POST 28/119** : **CHIEF EXECUTIVE OFFICER: LEVEL 12: ST MARY'S KWAMAGWAZA HOSPITAL REF NO. G40/2017**  
Cluster District Health Services

**SALARY** : An all Inclusive MMS Salary Package of Salary Level 12: R779 295 per annum  
**CENTRE** : St Mary's Kwamagwaza Hospital  
**REQUIREMENTS** : A degree/advanced diploma in a health related field, registration with relevant professional council; PLUS A degree/diploma in health management OR a degree/advanced in a management field. PLUS At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's licence (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management, change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

**DUTIES** : Key Performance Areas To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health outcomes.

**ENQUIRIES** : MS PPT Dlwati Tel no: (035) 787 0633  
**APPLICATIONS** : All applications should be forwarded to: The District Manager: King Cetshwayo District Office: KZN Department of Health, Private Bag X20034, Empangeni, 3880 OR Hand delivered to: No. 2 Cnr of Chrome and Lood Avenue Old Telkom Building Empangeni Rail 3910

**FOR ATTENTION** : Mr ZR Mhlanga  
**CLOSING DATE** : 28 July 2017

**POST 28/120** : **CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: KDC02/2017**  
Component: Kwadukuza Clinic

**SALARY** : Grade 1- Notch R 340 431 per annum Plus 8% rural allowance

**CENTRE REQUIREMENTS**

Grade 2- Notch R 418 701 per annum Plus 8% rural allowance  
Benefits: 13<sup>th</sup> Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)

Ilembe Health District Office

Grade1- Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC)A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Grade 2 - Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC)plus; A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies NB: Proof of previous and current work experience endorsed and stamped by HR Office be attached

**DUTIES**

Provide quality comprehensive Primary Health Care by promoting preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients in the clinic. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Support the realization and maintenance of Ideal Clinic Programme in the facility.

**ENQUIRIES APPLICATIONS**

Mrs R Bhagwandin (Operational Manager -Groutville Clinic) Tel no: (032) 5513686

Please forward applications to: The District Director, Ilembe Health District Office, Private Bag x10620, Kwa Dukuza 4450

**FOR ATTENTION CLOSING DATE**

Human Resource Department

28 July 2017

**POST 28/121**

**CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: KEARS 01/2017**  
Component: Kearsney Clinic

**SALARY**

Grade 1- Notch R 340 431 per annum Plus 8% rural allowance

Grade 2- Notch R 418 701 per annum Plus 8% rural allowance

Benefits: 13<sup>th</sup> Cheque, home owner's allowance, and Medical aid optional[Employee must meet prescribed conditions]

**CENTRE REQUIREMENTS**

Ilembe Health District Office

Grade1- Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus;Current registration with SANC as General Nurse with Midwifery

plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC)A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Grade 2 - Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC)plus; A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies NB: Proof of previous and current work experience endorsed and stamped by HR Office be attached

**DUTIES**

: Provide quality comprehensive Primary Health Care by promoting preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients in the clinic. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development Support the realization and maintenance of Ideal Clinic Programme in the facility. Support the realization and maintenance of Ideal Clinic Programme in the facility.

**ENQUIRIES**

: Mrs. R Bhagwandin (Operational Manager PHC) Tel no: (032) 551 3686

**APPLICATIONS**

: Please forward applications to: The District Director, ILembe Health District Office, Private Bag x10620, Kwa Dukuza 4450

**FOR ATTENTION**

: Human Resource Department

**CLOSING DATE**

: 28 July 2017

**POST 28/122**

: **PROFESSIONAL NURSE SPECIALITY GRADE 1/2: REF NO: HRM 19/2017**  
Directorate: Orthopaedics

**SALARY**

: Grade 1: R340 431 – R 394 665 per annum, A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse  
Grade 2: R 418 701 – R 514 962 per annum, Minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant specialty  
Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.

**CENTRE**

: King Edward VIII Hospital

**REQUIREMENTS**

: Matric/Senior Certificate or equivalent qualification, Degree / Diploma in General Nursing and Midwifery, registration with S.A.N.C. as a General Nurse and/or Midwife or Accoucher, one year Post Basic registration Degree/Diploma in orthopaedic nursing science plus 4 years appropriate / recognizable registration experience as a General Nurse, proof of current registration with SANC, Knowledge, Skills, Training, and Competencies Required: Knowledge of Public

- Service Policies, Act and Regulations, knowledge of SANC rules and regulations, knowledge of Nursing care processes and procedures, Nursing statutes and other relevant legal framework, good communication skills –verbal and written, leadership, interpersonal problem solving, conflict management, decision making, co-ordination and negotiation skills, knowledge and experience in implementation of Batho Pele Principles and Patient right charter, code of conduct and labor relations
- DUTIES** : Key Performance Areas: To execute duties and functions with proficiency within prescript of applicable legislation, revision of quality patient care through set of standard, clinical guidelines, policies and procedures, to enhance service delivery through implementation of national core standard and national department of health quality improvement initiatives, provide a safe therapeutic environment as laid down by the legislation, maintain accurate and complete patient records according to legal requirement, exercise control over disciple, grievance and labor relations issues, cost effective utilization of all resources e.g. Human, Financial, material etc, assist in orientation, induction and mentoring of all nursing staff, assist with supervision of staff on both day and night, any other duties allocated by operational Manager/Assistant Nursing Manager
- ENQUIRIES** : Mrs. R.M. Aboo Tel no: (031) 360 3889
- 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** : 28 July 2017

**DEPARTMENT OF TREASURY**

*The KwaZulu-Natal Provincial Treasury is an equal opportunity, affirmative action employer. As such, it is our intention to promote and uphold representivity in the Department in terms of race, gender and disability. Preference will be given to African Females, African Males and persons with disabilities who meet the requirements.*

- APPLICATIONS** : Applications, quoting the correct reference number must be forwarded to: The Head of Department, Provincial Treasury, Directorate: Human Resource Management and Development, P.O. Box 3613, Pietermaritzburg, 3201 or 145 Chief Albert Luthuli Road, Pietermaritzburg, 3200
- FOR ATTENTION** : Ms S Ngema
- CLOSING DATE** : 28 July 2017
- NOTE** : Applications must be submitted with a signed and dated Z83 Form, obtainable from any Public Service Department, and must be accompanied by a detailed CV, together with originally certified copies of your qualification including an academic record for all relevant qualification and a Matric certificate. Kindly attach an originally certified copy of a Driver's licence if required and your ID/Passport. Applicants must provide original Service records for all relevant experience, proof of management experience (where it is a requirement), job description for current position and a letter from the respective Human Resources for occupying acting positions. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. Applicants must provide original Service records for all relevant experience, proof of management experience (where it is a requirement), job description for current position and originally certified copies of ID and driver's license, academic record for all qualifications and a letter from the respective Human Resources for occupying acting positions. Where an applicant has lost a certificate, ID or driver's licence proof of application for a replacement must be attached and an affidavit explaining the loss must be attached. Applications that do not comply with these instructions will not be considered. Candidates will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competency assessment. It is regretted that due to a large volume of applications, it is not possible for the department to acknowledge receipt of every application received and that only those that will participate in the final selection process (interviews) will be notified of the outcome. Applicants in possession of foreign qualifications must attach an evaluation certificate from the South African Qualification Authority (SAQA). Non-South African citizens who are permanent residency holders must submit a documentary proof together with their applications. Applications must be submitted on the prescribed application form, Z83, available from any Public Service Department and must be accompanied by

certified copies of qualifications (including senior certificate) and comprehensive Curriculum Vitae. Applications that do not comply with these instructions will not be considered.

**OTHER POST**

- POST 28/123** : **DEPUTY DIRECTOR: IT MANAGEMENT & DEVELOPMENT REF NO: KZNPT 17/16**  
Purpose: To manage IT operations, infrastructure and Software Development Projects.
- SALARY CENTRE REQUIREMENTS** : An all-inclusive package of R657 558 per annum  
: KZN Provincial Treasury, Pietermaritzburg  
: Bachelor's Degree or National Diploma in Information Technology, Information Systems, Financial Information Systems or Computer Science. 3-5 years junior management experience in IT Network Management environment. Valid Driver's license and in the case of people with disabilities who are unable to personally drive, the ability to meet work related travel commitments.
- DUTIES** : Key Responsibilities: Manage IT Network Operations and Infrastructure and Systems. Manage development, implementation and maintenance of computer based Software Solutions. Manage IT procurement and IR support. Manage development and implementation of IT security products, standards, policies and guidelines for Provincial Treasury Network and operational systems (Security Management). Manage the provision of technical systems training and support to all KZN Provincial Department, technicians and users on transversal Business Information Systems. Ensure the effective and efficient management of allocated financial, physical and human resources.
- ENQUIRIES** : Mr C Rajah, Tel no: (033) 897 4550