

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

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 Highest Educational Qualifications and Professional Registration certificates (not copies of certified copies). Updated Curriculum Vitae with certificates of service. Certified copy of Identity Document. Current paid up receipt with the registration body. The Reference Number must be indicated in the column provided on the form Z83, e.g. HRM 22/2017. Failure to comply with the above instructions will disqualify applicants. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged. However, all applicants will be advised of the outcome of their applications in due course. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship) verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company intellectual Property Commission (CIPC). (This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Please note that due to financial constrains no S&T claims will be considered for payments to candidates that are invited for the interview.

OTHER POSTS

POST 33/57 : **OPERATIONAL MANAGER: SPECIALITY REF NO: HRM 23/2017**
Directorate: Dept. of Orthopaedics
People with Disabilities and Males are encouraged to apply

SALARY : GR 1: R 499 953–R562 698 per annum, Other Benefits: Medical Aid (optional), housing allowance: employee must meet prescribed requirements

CENTRE : King Edward VIII Hospital (KEH)
REQUIREMENTS : Senior certificate(Grade 12), degree/Diploma in General Nursing Science and Midwifery, current registration with South African Nursing Council as Professional nurse and a midwife, current Registration as an Orthopedic Nurse, minimum of 9 years appropriate/recognizable experience as a Professional Nurse after registration as Professional nurse. At least 5 years of this period must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Orthopedics, proof of previous and current experience (certificate of service) and stamped by HR must be attached. Recommendations: Nursing management will be an added advantage. Knowledge, Skills, Training and Competencies Required: Knowledge of Orthopedic Nursing, knowledge and insight into nursing processes and procedures, knowledge of public Service Acts, regulations, prescripts and policies, knowledge of SANC rules and regulations, knowledge of Code of Conduct for Public Service employees, decision making and problem solving skills, skills in organizing, planning and supervising, knowledge of Batho Pele principles and Patients Right Charter, knowledge of National Core Standards, ability to supervise, teach and manage staff, an understanding of the challenge facing Public Health Sector, ability to provide monitoring and coaching to her/his supervisees

DUTIES : Key Performance Areas: Provide effective management and professional leadership ensuring that the unit is organized to provide quality patient care, monitor the implementation of nursing process and develop quality improvement programs, manage and monitor human and material resources effectively and efficiently, develop and implement policies, provide a safe therapeutic environment as laid down by the Nursing Act, Occupational Health and safety Act and all other applicable prescripts, ensure development and implementation of staff development programs, deal with grievances and staff discipline in terms of laid down policies and procedures, monitor implementation of EPMDS, ensure proper allocation of staff, maintain constructive working relationships with nursing and

other stakeholders, promotion of health and wellness programs to increase productivity, promote cost effective utilization of resources according to relevant legislation, responsible for training, monitoring and upgrading skills of health professionals, co-ordinate special projects related to Orthopedics and health promotion in line with health calendar

ENQUIRIES : Mrs R.M. Abboo 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 : 31 August 2017

POST 33/58 : **ASSISTANT DIRECTOR: RADIOGRAPHY REF NO: HRM21/2017**
Directorate: Department of Radiology

SALARY : R 459 558–R510 042 per annum Other Benefits: medical aid (optional), housing allowance: employee must meet prescribed requirements.

CENTRE : King Edward VIII Hospital

REQUIREMENTS : Experience: A minimum of 8 years' experience in diagnostic radiography of which 5 years must be appropriate Managerial/Supervisor experience. National Diploma/Degree in diagnostic Radiography. Registration with the Health Professions Council of South Africa as a Diagnostic Radiographer. Current registration with HPCSA. A minimum of 8 years' experience in diagnostic radiography of which 5 years must be appropriate Managerial/Supervisor experience. Knowledge, Skills, Training and Competencies Required: Sound knowledge of specialized and general radiography protocols and equipment, as well proven competent in at least one radiographic subcomponent. Knowledge of relevant current National and KZN Department of Health strategies to improve service delivery in hospital. Knowledge of relevant public service policies, act and regulations. Comprehensive knowledge of radiation protection legislation, OHS Act and other relevant Health act. Experience in teaching, training and clinical assessment of radiography students. Sound knowledge of radiography Quality Assurance programme. Sound planning and organizational skills regarding resources, finance, HR matters. Excellent interpersonal and problem solving skills. Good verbal and written communication skills. Computer literacy

DUTIES : Key Performance Areas. Support the radiography Manager in order to meet the objective of the department. Manager subcomponent by supervising the staff, performing relevant administrative functions, chairing meetings and conducting performance assessment through the EPMDS. Ensure efficient and effective control and use of all equipment, assets and resource including consumable and staff belonging to the cost center. Develop, implement and monitor policies and procedures to ensure the effective and efficient functioning of the department. Ensure diagnostic services comply with relevant standard, legislation and current government initiatives to improve health services. Manage the quality assurance programmes as required by the radiation control directorate and department of Health. Provide clinical training and supervision for junior and student radiographers and assume specific trainer roles when delegated to oversee specific imaging areas within radiology. When needed and workload in own sub-department permit, perform general and specialized radiography and participate in the after- hours services. Encourage a multidisciplinary approach by fostering closing working relationships with other departments in order to render quality services

ENQUIRIES : Mrs. P. Nzama Tel no: (031) 360 3479

APPLICATIONS : Hand delivered applications should be posted in to the red box marked "applications" next to the ATM in the administration building or posted to human resource manager, King Edward viii hospital, private bag x02, Congella, 4013

CLOSING DATE : 31 August 2017

NOTE : African male and people with disability are encouraged to apply

<u>POST 33/59</u>	:	<u>PROFESSIONAL NURSE SPECIALITY GRADE 1&2: REF NO.:HRM22/2017-02 POSTS</u> Directorate: Department Of Paediatrics African male and people with disability are encouraged to apply
<u>SALARY</u>	:	(Grade 1): R 340 431 – R 394 665 per annum (Grade 2): R 418 701 – R 514 962 per annum.
<u>CENTRE REQUIREMENTS</u>	:	King Edward VIII Hospital (KEH) Experience (Grade 1): A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse Plus one year post basic qualification in advanced midwifery for Neonatal post and or child nursing science for Paeds post. Experience (Grade2): 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 an advanced midwifery for Neonatal post and or child nursing science for Paeds post. Other Benefits: Medical Aid (optional), housing allowance: employee must meet prescribed requirements.
<u>REQUIREMENTS</u>	:	Degree / Diploma in General Nursing. Registration with S.A.N.C. as a General Nurse and Specialty Nurse. One year Post Basic registration Degree/Diploma in an advanced midwifery for Neonatal post and or child nursing science for Paeds post. Plus 4 years appropriate / recognizable registration experience as a General Nurse. Proof of current registration with SANC. Certificate of service endorsed by HR as a proof of experience. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework. Good communication skills-verbal and written. Co-ordination and liaison skills. Problem solving skills
<u>DUTIES</u>	:	Key Performance Areas: Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality nursing care. Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital. Assist with allocation/change list, day and night duty rosters and inputs for leave. Assist in record keeping and provide statistical information on training and staffing. To assist in EPMDS evaluation of staff and implement EAP. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty. To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift. To partake in overall specialized unit functions, i.e. team building. Effective and efficient management of all resources. Liaise with professional Nurse in charge in surgical high care/renal unit. Allocation of Staff within the Directorate on rotational basis. To nurse a critically ill patient who is ventilated, on hemodialysis and on continuous veno venous hemodialysis. To nurse all types of patients regardless of diagnoses according to disease profile within the directorate. To nurse a paediatric ventilated/ high care patient in Paeds for close monitoring
<u>ENQUIRIES APPLICATIONS</u>	:	Mr BB Khoza Tel no: (031) 360 3026 Hand delivered applications should be posted in to the red box marked "applications" next to the ATM in the administration building OR posted to Human Resource Manager, King Edward VIII Hospital, Private Bag X02, Congella, 4013
<u>CLOSING DATE</u>	:	31 August 2017
<u>POST 33/60</u>	:	<u>DIAGNOSTIC RADIOGRAPHER–ECHO CARDIOGRAPHER REF NO: ECHO CARDIOGRAPHER/1/2017</u> Department: Cardiology
<u>SALARY</u>	:	Grade 1: R281 148 per annum. Plus 13th Cheque, Medical Aid – Optional and Homeowner's Allowance Employee must meet prescribed requirements Experience: None after registration with the Health Professional Council of South

Africa (HPCSA) in Diagnostic Radiography in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Diagnostic Radiography in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa

Grade 2: R331 179 pa Plus 13th Cheque, Medical Aid – Optional and Homeowner's Allowance Employee must meet prescribed requirements. Experience: Minimum of 10 years relevant experience after registration with The Health Professional Council of South Africa (HPCSA) in Diagnostic Radiography in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Diagnostic Radiography in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa

Grade 3: R390 123pa Plus 13th Cheque, Medical Aid – Optional and Homeowner's Allowance Employee must meet prescribed requirements Experience : Minimum 20 years relevant experience after registration with Health Professional Council of South Africa (HPCSA) in Diagnostic Radiography in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 21 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) in Diagnostic Radiography in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa

CENTRE REQUIREMENTS

: Inkosi Albert Luthuli Central Hospital
 : National Diploma in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer/ Ultrasonographer Experience in echocardiography would be added advantage. Knowledge, Skills, Training and Competencies: Sound knowledge of Echocardiographic procedures and ultrasound equipment. Knowledge of relevant Health and Safety policies. Sound planning and organizational skills. Sound communication and problem solving skills Computer literacy.

DUTIES

: Perform all echocardiographic and assist with semi-invasive procedures in the Echo Laboratory. Scan and report on echocardiographic findings. Participate in the departmental outreach and teaching programme. Take an active role of high quality service in line with Batho Pele principles. Must be prepared to multi-skill in all areas of technology including research. Perform any other duties relevant to the work situation, which may be allocated by the supervisor or the head of department. Participate in call duties.

ENQUIRIES APPLICATIONS

: Prof D.P.Naidoo, Tel no: (031) 2402 207
 : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

CLOSING DATE

: 01 September 2017