

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

This Department Is an Equal Opportunity, Affirmative Action Employer, Whose Aim Is To Promote Representation in All Levels of All Occupational Classes of the Department

APPLICATIONS : should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240

FOR ATTENTION : Miss D.L. Du Randt

CLOSING DATE : 08 December 2017 at 16:00

NOTE : Application for employment (Z83). Certified copy of Identity document. Certified copy of MBChB qualification. Certified copy of FCP/Specialist qualification/equivalent. Certified copy of HPCSA Registration as a Specialist in Internal Medicine. Proof of payment of HPCSA annual fees or relevant Certificate. Detailed Curriculum vitae. If you have not been contacted within four (4) weeks hereof, please consider your application as not being accepted. Due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC)

MANAGEMENT ECHELON

POST 48/214 : **HEAD CLINICAL UNIT – INTERNAL MEDICINE REF NO: PSH 07/2017**

SALARY : Grade 1 – R1 550 331 - package (The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules) Plus 22% rural allowance and Commuted overtime

CENTRE : Port Shepstone Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the Health Professions Council of South Africa as a specialist /or Registration with the HPCSA as a Specialist with F.C.P Internal medicine (or equivalent). Current registration with HPCSA for 2017. Three (3) years post registration experience as a Specialist in Internal medicine Recommendation Must be willing to reside in the UGu District Knowledge Skills Experience Outstanding clinical skills in field of Internal Medicine preferably obtained in public service environment. Ability and practical experience to setup and provide training program for under and post graduates. Develop and review clinical protocols and guidelines for Internal Medicine. Quality Management (improvement, assurance, audits, etc.). Leadership, people management, problem solving, decision making and communications skills. Mentoring, coaching, facilitation, teaching and training skills. General Management Skills: Human Resources, Finance, Operations, Strategy, Marketing Knowledge of relevant protocols, policies, legislation and guidelines

DUTIES : Must have knowledge of being able to provide Cost Effective and appropriate Internal Medicine service at a Regional hospital. Provision of specialist Internal Medicine services to PHC / CHC and District Hospitals within UGu. Capacity building in district hospitals and provision of outreach services with the focus on improving services. Provide Intern, Doctor's and nurse Supervision. Post Graduate Internal Medicine development and strengthening. Develop a training programme for under – and post graduates. Clinical Quality: conduct audits, morbidity and mortality reviews, develop clinical guidelines, protocols, quarterly reports, monitoring of inappropriate admissions, referrals for specialty. Play a leadership role in conducting ward rounds, problem ward rounds, grand ward rounds, multidisciplinary meetings and mortality meeting for teaching purposes. Teleconferencing participation with the entire team. Patient Satisfaction: satisfaction surveys, community consultation and active participation in development of services, waiting times, open days and customisation of services. Systems: Provide appropriate level of care, referral pathways, seamless and integrative service delivery system. Health Information and Research: Monitor and evaluate disease profile, setting up of database for chronic conditions, conduct relevant research. To perform compulsory overtime duties in line with hospital needs.

EQUIRIES : Dr. PB Dlamini Tel No :(039) 688 6208 / 6147 or 039 688 6000

<u>POST 48/215</u>	:	<u>MEDICAL SPECIALIST GRADE 1/2/3 REF NO: PSH 10/17 (EMERGENCY MEDICINE &TRAUMA)</u>
<u>SALARY</u>	:	Medical Specialist Grade 1: R 991 857. – R 1 052 712 per annum. Medical Specialist Grade 2: R 1 134 069. – R 1 203 666. per.annum. Medical Specialist Grade 3: R 1 316 136. - R 1 645 464. per.annum. (The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules) Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies)
<u>CENTRE REQUIREMENTS</u>	:	Port Shepstone Regional Hospital Senior certificate. An appropriate qualification that allow registration with HPCSA as a Medical Specialist in Emergency Medicine &Trauma Registration certificate with the HPCSA as a Medical Specialist in Emergency Medicine &Trauma. Current HPCSA Registration card 2017 / 2018. Grade 1 No Experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist in Emergency Medicine &Trauma. Grade 2 Minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in Emergency Medicine &Trauma. Grade 3 Minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist in Emergency Medicine &Trauma. Proof of experience endorsed and stamped by Human Resource Office must be attached to the application. Knowledge, Skills, Training and Competencies Clinical knowledge, competency and skills in department of Accident, Trauma & Emergency Medicine. Sound knowledge of medical ethics. Good communication skills, leadership and decision making qualities. Ability to diagnose common medical and trauma problems. Knowledge of current Health and Public Service Legislation, regulations and Policies. Concern for excellence.
<u>DUTIES</u>	:	Provide specialist services in designation area of responsibility within accepted guidelines and protocols. Perform, interpret and report procedures and studies with designated speciality. Provide appropriate level of care, referral pathways, seamless and integrative service delivery system. Capacity building in district hospitals and provision of outreach services with focus on improving medical services. Conduct audits, morbidity and mortality reviews, develop clinical guidelines, protocols, quarterly reports, monitoring of inappropriate referrals for speciality. Active participation in continuing medical education programs. Participate in the Quality Improvement Program in the department. Participate in clinical audit activities within the department. Maintain clinical, professional and ethical standards related to Accident, Trauma & Emergency Medicine Department where services are rendered. Participate in undergraduate teaching of Accident, Trauma & Emergency Medicine
<u>EQUIRIES</u>	:	Dr. M Panajatovic Tel No (039) 688 6147 or 039 688 6000
<u>POST 48/216</u>	:	<u>MEDICAL SPECIALIST GRADE 1/2/3 (PAEDIATRICS) REF NO: PSH 15/17</u>
<u>SALARY</u>	:	Medical Specialist Grade 1: R 991 857. – R 1 052 712 per annum. Medical Specialist Grade 2: R 1 134 069. – R 1 203 666. per.annum. Medical Specialist Grade 3: R 1 316 136. - R 1 645 464. per.annum. (The All-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules) Other Benefits 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies)
<u>CENTRE REQUIREMENTS</u>	:	Port Shepstone Regional Hospital Senior certificate. An appropriate qualification that allow registration with HPCSA as a Medical Specialist in Paediatrics Registration certificate with the HPCSA as a Medical Specialist in Paediatrics. Current HPCSA Registration card 2017 / 2018. Grade 1 No Experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist in Paediatrics. Grade 2 Minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist in Paediatrics Grade 3 Minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist in Paediatrics. Proof of experience endorsed and stamped by Human Resource Office must be attached to the application. Knowledge, Skills, Training and Competencies Sound knowledge and appropriate experience in all aspect of Paediatrics including Neonatology. Ability to teach and supervise junior staff. Good

		administration, leadership, decision making and communication skills. Ability to work in a team. Sound knowledge of medical ethics. Knowledge of Health and Labour legislation Capacity to build and maintain relationships. Cross cultural awareness.
<u>DUTIES</u>	:	Participate in on-going provision and supervision of Paediatrics and Neonatal services in Port Shepstone hospital and other Ugu district health facilities. Provide expert opinion where required. Promote and participate in outreach programmes in the feeder district hospitals and CHCs. Training and supervision of the medical officers, interns and other staff categories. Participate in interdepartmental academic meetings. Participate in quality improvement programs and clinical audit activities in the department. Provide after hour service in accordance with commuted overtime contract and needs of the department. Maintain professional and ethical standards. Assist head of clinical unit in Paediatrics regarding administrative matters. Auditing and gathering of relevant statistics including Mortality and Morbidity. Provision of an adequate regional referral service
<u>EQUIRIES</u>	:	Dr. I Moodley 039 688 6098 / Dr. M Panajatovic (039) 688 6147 or 039 688 6000
<u>POST 48/217</u>	:	<u>MEDICAL SPECIALIST GRADE 1/ 2/ 3 - (RADIOLOGY) REF NO: PSH 03/17</u>
<u>SALARY</u>	:	Medical Specialist Grade 1: R 991 857. – R 1 052 712 per annum. Medical Specialist Grade 2: R 1 134 069. – R 1 203 666. per annum. Medical Specialist Grade 3: R 1 316 136. - R 1 645 464. per annum. (The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules) Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions applies)
<u>CENTRE REQUIREMENTS</u>	:	Port Shepstone Hospital Senior certificate, MBChB degree, Registration certificate with the HPCSA as a M Medical Specialist in Radiology, Current HPCSA Registration card 2017 – 2018, Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist in Radiology. Proof of experience endorsed and stamped by Human Resource Office must be attached to the application. Knowledge, Skills and Experience Sound knowledge and appropriate experience in all aspect of imaging. Ability to teach and supervise junior staff .Good administration, leadership, decision making and communication skills. Ability to work in a team. Sound knowledge of medical ethics. Knowledge of Health and Labour legislation. Capacity to build and maintain relationships. Cross cultural awareness
<u>DUTIES</u>	:	Participate in on-going provision of radiological services in Port Shepstone hospital and other Ugu district health facilities. Perform, interpret and report radiological procedures and studies. Provide expert opinion where required Promote and participate in outreach programmes in the feeder district hospitals and CHCs. Training and supervision of the medical officer working and other staff categories. Participate in interdepartmental academic meetings. Participate in quality improvement programs and clinical audit activities in the department. Provide after hour service in accordance with commuted overtime contract. Control and manage the radiological services as delegated Maintain professional and ethical standards. Assist head of clinical unit in radiology regarding administrative matters.
<u>EQUIRIES</u>	:	Dr. MNR Mthembu 039 688 6000 ext. 6302 / 6195 or Dr. M Panajatovic (039) 688 6147
<u>POST 48/218</u>	:	<u>MEDICAL SPECIALIST: GRADE 1: REF NO: HRM 48/2017 – 01 POST</u> Directorate: Dept. of Obstetrics and Gynaecology (Persons with disabilities and African females are encouraged to apply)
<u>SALARY</u>	:	GR 1: R 991 857.00 – R 1052 712.00 p.a. (All inclusive salary package) plus commuted overtime .None to less than 5 years actual experience after registration with the HPCSA as a Medical Specialist
<u>CENTRE REQUIREMENTS</u>	:	King Edward VIII Hospital (KEH) MBCHB degree or equivalent Plus registration with the HPCSA as a Medical Specialist PLUS current registration certificate as a Medical Specialist with HPCSA (2017/2018) Knowledge, Skills, Training And Competencies Required: Clinical knowledge, competencies and skills in Obstetrics and Gynaecology department, sound knowledge of medical ethics, good communication skills, leadership and decision making qualities, ability to diagnose and manage common medical problems, knowledge of current

- Health and Public Service legislation, regulations and policies, concern for excellence
- DUTIES** : Key Performance Areas: Provide obstetrics and gynaecology services in designation area of responsibility within the accepted guidelines and protocols, provide support for the HOD in O&G in the management of the department, including human and financial resources, perform, interpret and report obstetrics and gynaecology procedures and studies, active participation in continuing medical education programs, participate in the Quality Improvement program in the department, participate in the clinical audit activities within the department, maintain clinical, professional and ethical standards related to obstetrics and gynaecology services rendered, actively participate in the academic under and post graduate teaching in the O&G training program (including clinical teaching), perform and supervise operational research activities in O&G, perform overtime as required in the Department, perform outreach as required by the Department
- ENQUIRIES** : Dr. S.A. Moodley - 031 3603854
- 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.
- NOTE** : The following documents must be submitted:(a) Application for employment form (Form Z83), which is obtainable from any Government Department OR from the website (www. kznhealth.gov.za), Certified copies (recent, not more than 3 months) of all original documents must be attached to your application form including, Identity document (RSA), Matric Certificate/Grade 12/Senior Certificate, Highest educational qualifications and professional registration certificates, Proof of current (2017) registration with South African Nursing Council, Unendorsed valid driver's licence, Curriculum Vitae, Certificate(s) of service from previous employer(s)
- CLOSING DATE** : 08 December 2017

OTHER POSTS

- POST 48/219** : **PRINCIPAL OF NURSING COLLEGE: SINGLE NURSING CAMPUS: REF NO: KEH 2/2017**
Directorate: King Edward VIII Campus

- SALARY** : R851 463. per annum all inclusive package
- CENTRE** : King Edward VIII Nursing Campus (KEH)
- REQUIREMENTS** : Senior Certificate/Grade 12 Plus, current registration (2017) with SANC as a General Nurse, Midwife/Accoucher, and Community Plus, post Basic qualifications in Nursing Education and Nursing Administration/ Nursing Management/Health Service Management registered with the South African Nursing Council Plus, in possession of an unendorsed valid RSA Driver's License (Plus, a minimum of 11 (eleven) years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing Plus at least 7 (seven) years of the above period must be recognizable experience in Nursing Education after obtaining post basic qualification in Nursing Education of which three (3) years must be relevant management experience in a Nursing Education Institution. Recommendations: Masters' Degree in Nursing, basic Computer Literacy (certificate required) Knowledge, Skills, Training And Competencies Required: Possess knowledge of the relevant legislation, Acts, Prescripts and Policy Frameworks informing the area of operation, have excellent communication skills (written & verbal) and presentation skills, in depth knowledge of nursing education programs and curriculum\, proficiency in teaching and assessment in Nursing Education including evaluation approaches, knowledge of policy development, interpretation, implementation monitoring and evaluation, sound conflict and decision making / problem solving skills, willingness to travel, good research and analytical skills, good managerial and interpersonal skills.

- DUTIES** : Key Performance Areas: Develops an integrated plan for all nurse training programs in the Campus, maintains all clinical records and reports of learners, provides and manages all resources to facilitate learning and teaching, maintains appropriate nursing standards based on current legislation and guidelines, manages and controls the Campus Budget, plans and implements theoretical and clinical instruction and evaluation of learners, ensures control of discipline and deal with grievances in the Campus, plans and implements student clinical accompaniment, formulates and analyses policies and its enforcement, monitors, evaluates and assesses Performance Management and Development of staff, undertakes quality promotion initiatives within the Campus, develops reviews and implements the strategic plan of the Campus,

		plans, facilitates and participates in Curriculum Development initiatives for the implementation of the New Nursing Qualifications
<u>ENQUIRIES</u>	:	Ms. E.N. Hlongwa – Tel No: 031 264 7800
<u>APPLICATIONS</u>	:	All applications must be forwarded to the Registrar, King Edward VIII Campus, Private Bag X02, Congella, 4013 (hand delivered to King Edward VIII Hospital HR), Attention: Mrs. D. Naidoo
<u>NOTE</u>	:	The following documents must be submitted:(a) Application for employment form (Form Z83), which is obtainable from any Government Department OR from the website (www. kznhealth.gov.za), (b)Certified copies (recent, not more than 3 months) of all original documents must be attached to your application form including, Identity document (RSA), Matric Certificate/Grade 12/Senior Certificate, Highest educational qualifications and professional registration certificates, Proof of current (2017) registration with South African Nursing Council, Unendorsed valid driver's licence , Curriculum Vitae, Certificate(s) of service from previous employer(s)
<u>CLOSING DATE</u>	:	08 December 2017
<u>POST 48/220</u>	:	<u>PHARMACIST GRADE 1 REF NO: HRM 50/2017 – 01 POST</u> Directorate: Pharmacy Dept.
<u>SALARY</u>	:	GR 1: R615 945. – R 653 742. per.annum. (All-inclusive salary package) 3 years appropriate/relevant experience after registration as a Pharmacist with SAPC
<u>CENTRE</u>	:	King Edward VIII Hospital (KEH)
<u>REQUIREMENTS</u>	:	Degree/Diploma in Pharmacy/Senior Certificate or equivalent qualification PLUS minimum of three (3) years appropriate/relevant experience after registration as a Pharmacist with the SAPC PLUS current proof of registration with the SAPC as a Pharmacist (certified copies of SAPC certificate and proof of annual payment) PLUS proof of current and previous work experience endorsed by the Human Resource Manager or delegated person (Certificate of service must be attached as proof of experience) Recommendation: A minimum of three (3) years working in a public sector healthcare establishment (hospital/CHC) Knowledge, Skills, Training And Competencies Required: knowledge of Acts, current Health and Public Service Legislation, regulations and policies and the ability to comply with applicable legislations, understanding and knowledge of policies and procedures including Good Pharmacy Practice, National Drug Policy, Essential Drug List and Standard Treatment Guidelines, good knowledge of the National ARV treatment programme, appropriate clinical and theoretical knowledge, sound communication and computer skills, project and time management skills, ability to supervise staff and manage conflict and apply discipline, ability to coordinate productivity to improve service delivery, ability to be part of the inter active team, generate and maintain team spirit, sound decision making, ethical and innovative skills, computer literacy, good communication and interpersonal skills
<u>DUTIES</u>	:	Key Performance Areas: provide accurate, efficient, comprehensive and cost-effective Pharmaceutical Services at King Edward VIII Hospital in line with the National, Provincial and District strategies and priorities, assist with the formulation and implementation of Standard Operating Procedures for Pharmaceutical services and ensure they are in line with current statutory regulations and policy guidelines, assist implementation of the EML/SGTs program, retrieve, interpret, evaluate and supply information regarding the nature and use of medicines, provide training programmes to Pharmacist interns and Pharmacy Support personnel, assist in coordination of activities of essential Medicines Program including Pharmacy and Therapeutics committee, conduct service assessment and implementation quality improvement programs, perform stand by after hours, weekends and public holidays, ensure continuous monitoring of morbidity and mortality through clinical audits, ensure proper drug supply management including the control of schedule 5&6 medicine, ensure that cost effective pharmaceutical service delivery is maintained within the hospital, ensure effective distribution and control of medicines to ward by doing ward visit and issuing stock to wards, provide pharmaceutical advice to patient and professional colleagues, assist in compilation of monthly financial and other report as required by the Pharmacy manager or her delegates, Assist in compilation of monthly financial and other report as required by the Pharmacy manager or her delegate, ensure compliance with policies and procedures relating to cost effective procurement, storage, control and distribution of pharmaceutical.
<u>ENQUIRIES</u>	:	Mrs. S.Q. Matibela –Tel No: 031 3603177

<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	08 December 2017
<u>POST 48/221</u>	:	<u>OPERATIONAL MANAGER NURSING – SPECIALITY ICU, CCU REF NO: PSH 12/17 (1 POST)</u>
<u>SALARY</u>	:	R499 953 - per annum plus 12% Rural allowance
<u>CENTRE</u>	:	Port Shepstone Regional Hospital
<u>REQUIREMENTS</u>	:	Matric certificate, Diploma/Degree in General Nursing and Midwifery. Current registration with SANC as General Nurse for 2017, SANC receipt for 2017 and 2018. A minimum of 9 years appropriate /recognizable experience in nursing after registration as Professional with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in Critical Care Nursing Science after registration in that speciality Proof of experience endorsed and stamped by Human Resource Office must be attached to the application Knowledge, Skills And Experience Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Right Acts, Batho Pele principles, etc. Knowledge and understanding of legislative framework governing the public service, knowledge of HR and Financial policies and practices such as: skills development act, public service regulations, labour relations act. Good communication, report writing and facilitation skills. Co-ordination, liaison and networking skills. Leadership, problem solving and negotiation skills. Planning and organizing skills. Computer skills
<u>DUTIES</u>	:	Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Provision of safe and therapeutic environment for patients in the operating theatre. Develop/establish and maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multidisciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures). Monitor and ensure proper utilization of financial and physical resources. Monitoring and evaluation of data management and its impact on planning
<u>ENQUIRIES</u>	:	Mrs TG Mkhize Tel No: (039) 688 6117 or (039) 688 6000
<u>NOTE</u>	:	Due To Financial Constraints, S&T Claims Will Not Be Paid To Candidates Who Attended Interviews. 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 Financial Constraints, S&T Claims Will Not Be Paid To Candidates Who Attended Interviews
<u>CLOSING DATE</u>	:	08 December 2017 at 16:00
<u>POST 48/222</u>	:	<u>OPERATIONAL MANAGER NURSING (PHC STREAM) REF NO: PSH 13/17(1POST)</u>
<u>SALARY</u>	:	R499 953 – Per Annum. Plus 12% rural allowance
<u>CENTRE</u>	:	Primary Health Care (Mobile Team)

<u>REQUIREMENTS</u>	:	Registration with the South African Nursing Council as a registered nurse and Primary Health Care Nurse 1 year post basic qualification in Primary Health Care. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing of which at least 5 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Current registration with SANC for 2017. Valid code 08 (EB) drivers licence Knowledge, Skills and Experience SANC Rules, Regulations and Scope of Practice. Supervisory and analytical thinking skills. Good communication and interpersonal skills and ability to function well within a team. Sound knowledge of nursing procedures, management and supervision. Ability to formulate patient care related policies. Sound knowledge of Labour Relations Act
<u>DUTIES</u>	:	Monitor and evaluate the performance of primary health care services and systems within the designated service area in line with public health indicators, set norms, standards and targets with a view to report thereon and to initiate corrective action timeously. Analyse health policy and programme imperatives with a view to develop customized implementation strategies to guide the primary health care service providers in the service area towards complying with the stated norms, standards and targets. Identify transversal primary health care and systems barriers including emerging health trends in the service with a view to ensure corrective action at appropriate levels. Ensure and monitor that primary health care services within the designated service area are provided with adequate support by multi-disciplinary teams attached to the hospital as well as from shared corporate service providers attached to the mothering institution. Ensure an integrated approach with the implementation of various primary health care programmes to provide a seamless service delivery platform including the prioritizing of needs within the service area and the allocation of resources accordingly. Ensure the effective and efficient allocated resources, including the development of staff, budgetary, procurement planning inputs and maintenance of the prescribed information management systems. Supervise and monitor clinical competence of staff and ensure that scientific principles of nursing care are implemented
<u>ENQUIRIES</u>	:	Mr. LG Nyawo Tel No: 039 682 5343
<u>NOTE</u>	:	Due To Financial Constraints, S&T Claims Will Not Be Paid To Candidates Who Attended Interviews. 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 Financial Constraints, S&T Claims Will Not Be Paid To Candidates Who Attended Interviews
<u>CLOSING DATE</u>	:	08 December 2017 at 16:00
<u>POST 48/223</u>	:	<u>OPERATIONAL MANAGER NURSING (PHC STREAM) REF NO: PSH 14/17 (1 POST)</u>
<u>SALARY</u>	:	R499 953 – per annum. Plus 12% rural allowance
<u>CENTRE</u>	:	St Faiths Clinic
<u>REQUIREMENTS</u>	:	Registration with the South African Nursing Council as a registered nurse and Primary Health Care Nurse 1 year post basic qualification in Primary Health Care. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing of which at least 5 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Current registration with SANC for 2017 Knowledge, Skills and Experience SANC Rules, Regulations and Scope of Practice. Supervisory and analytical thinking skills. Good communication and interpersonal skills and ability to function well within a team. Sound knowledge of nursing procedures, management and supervision. Ability to formulate patient care related policies. Sound knowledge of Labour Relations Act
<u>DUTIES</u>	:	Monitor and evaluate the performance of primary health care services and systems within the designated service area in line with public health indicators, set norms, standards and targets with a view to report thereon and to initiate corrective action timeously. Analyze health policy and programme imperatives with a view to develop customized implementation strategies to guide the primary health care service providers in the service area towards complying with the stated norms, standards and targets. Identify transversal primary health care and systems barriers including emerging health trends in the service with a view to ensure corrective action at appropriate levels. Ensure and monitor that primary health care services within the designated service area are provided with adequate support by multi-disciplinary teams attached to the hospital as well as from shared corporate service providers attached to

the mothering institution. Ensure an integrated approach with the implementation of various primary health care programmes to provide a seamless service delivery platform including the prioritizing of needs within the service area and the allocation of resources accordingly. Ensure the effective and efficient allocated resources, including the development of staff, budgetary, procurement planning inputs and maintenance of the prescribed information management systems. Supervise and monitor clinical competence of staff and ensure that scientific principles of nursing care are implemented

ENQUIRIES : Mr. LG Nyawo (039- 6825343)
NOTE : Due To Financial Constraints, S&T Claims Will Not Be Paid To Candidates Who Attended Interviews. 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 Financial Constraints, S&T Claims Will Not Be Paid To Candidates Who Attended Interviews
CLOSING DATE : 08 December 2017 at 16:00

POST 48/224 : **OPERATIONAL MANAGER: SPECIALITY: REF NO: HRM 49/2017 – 01 POST**
 Directorate: Dept. Of Obstetrics and Gynae
 People with Disabilities and Males are encouraged to apply

SALARY : GR 1: R 499 953. – R 562 698. 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 Orthopaedic 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 advanced midwifery and neonatal nursing science, 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 nursing care processes and procedures, knowledge of nursing statutes and relevant legal framework, good report writing and facilitation skills, good communication, interpersonal relations, problem solving, conflict management skills, good knowledge of women health protocols and guidelines

DUTIES : Key Performance Areas: Ensure the provision of an effective and efficient quality patient care, coordination of optimal holistic specialized nursing care provided within set and legal framework, manage effective utilization and supervision of human, financial, physical and material resources, participate and ensure implementation of national Core Standards, National Health Priorities and quality improvement initiatives, ensure perinatal meeting run effectively, oversee all aspects related to mother and child(MBFHI, CARMA, PMTCT, etc), ability to do presentation at District level, provision of effective support to nursing services, ensure that control and discipline is maintained in the units, participates in the formulation and implementation of nursing guidelines, standards and procedures, coordination of effective training and research, maintaining professional growth/effective standards and self-development

ENQUIRIES : Mr. BB Khoza 031 360 3026
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.

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.

- CLOSING DATE** : 08 December 2017
- POST 48/225** : **OPERATIONAL MANAGER: SPECIALITY: REF NO: HRM 51/2017 – 01 POST**
Directorate: Dept. Of Paediatrics
People with Disabilities and African males are encouraged to apply
- SALARY** : GR 1: R 499 953. – R 562 698. per annum Other Benefits: Medical Aid (optional), housing allowance: employee must meet prescribed requirements
- CENTRE REQUIREMENTS** : King Edward VIII Hospital (KEH)
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 a Neonatal 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 Neonatal or advanced in midwifery, 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 psychiatric 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: Assist in planning/organizing and monitoring of objective of 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 guidance, ensure continuity of patient on all levels, demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, assist with allocation/change lists, day and night duty roster and input for leave, assist in orientation, induction and monitoring of all nursing staff, to promote patient related data and partake in research, promote quality specialized nursing care as directed by scope of practices and standards determined by relevant specialty, to assist with relief duties of the supervisor and partake in overall specialized unit functions i.e. teambuilding, effective and efficient management of all resources, to work effectively and amicably, at a supervisory level with person of diverse intellectual, cultural, racial or religious differences.
- ENQUIRIES APPLICATIONS** : Mr.B.B.Khoza – Tel 031 360 3026
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.
- 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.

CLOSING DATE : 08 December 2017

POST 48/226 : **CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 REF NO: PSH 16/17 (1 POST)**

SALARY : **Grade 1** – R 340 431 per.annum. Plus 12% rural allowance .A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing, Midwifery +1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care.
Grade 2 – R 418 701 per.annum. PLUS 12% rural allowance A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing & Midwifery + 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. At least 10 years of the period referred to above must be appropriate / recognizable experience in the speciality after obtaining the one (1) year post basic qualification in the relevant speciality

CENTRE REQUIREMENTS : Assisi Clinic
 : Senior certificate, Degree/Diploma in General nursing and Midwifery PLUS 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Registration with SANC as General Nurse and Midwife, Current SANC receipt for 2017 Knowledge, Skills and Experience Knowledge of SANC rules and regulations, Scope of practice, Labour Relations, Good communication and interpersonal skills. Ability to function well within a team

DUTIES : Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care. Utilize human, material and physical resources effectively and efficiently. Administrative service such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Provide safe and therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Develop and ensure implementation of nursing care plans. Participate in clinical records audits. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities.The incumbent will be expected to work overtime and extended hours.

ENQUIRIES NOTE : MR LG Nyawo Tel No: 039 682 5343
 : Due To Financial Constraints, S&T Claims Will Not Be Paid To Candidates Who Attended Interviews. 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 Financial Constraints, S&T Claims Will Not Be Paid To Candidates Who Attended Interviews.

CLOSING DATE : 08 December 2017 at 16:00

POST 48/227 : **CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 REF NO: PSH 17/17 (1 POST)**

SALARY : **Grade 1** – R 340 431 per.annum. Plus 12% rural allowance A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing, Midwifery +1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care.
Grade 2 – R 418 701 per.annum. Plus 12% rural allowance A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing & Midwifery + 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. At least 10 years of the period referred to above must be appropriate / recognizable experience in the speciality after obtaining the one (1) year post basic qualification in the relevant speciality

CENTRE : Port Shepstone Mobile

<u>REQUIREMENTS</u>	:	Senior certificate, Degree/Diploma in General Nursing and Midwifery PLUS 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Registration with SANC as General Nurse and Midwife, Current SANC receipt for 2017. Drivers licence Knowledge, Skills and Experience Knowledge of SANC rules and regulations. Scope of practice, Labour Relations, Good communication and interpersonal skills. Ability to function well within a team
<u>DUTIES</u>	:	Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care. Utilize human, material and physical resources effectively and efficiently. Administrative service such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Provide safe and therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Develop and ensure implementation of nursing care plans. Participate in clinical records audits. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. The incumbent will be expected to work extended
<u>ENQUIRIES</u>	:	MR LG Nyawo Tel No: 039 682 5343
<u>NOTE</u>	:	Due To Financial Constraints, S&T Claims Will Not Be Paid To Candidates Who Attended Interviews. 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 Financial Constraints, S&T Claims Will Not Be Paid To Candidates Who Attended Interviews.
<u>CLOSING DATE</u>	:	08 December 2017 at 16:00
<u>POST 48/228</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 REF NO: PSH 18/17 (1 POST)</u>
<u>SALARY</u>	:	Grade 1 – R 340 431 per.annum. Plus 12% rural allowance A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing, Midwifery +1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Grade 2 – R 418 701 per.annum. Plus 12% rural allowance A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing & Midwifery + 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. At least 10 years of the period referred to above must be appropriate / recognizable experience in the speciality after obtaining the one (1) year post basic qualification in the relevant speciality
<u>CENTRE REQUIREMENTS</u>	:	South Port Clinic
<u>DUTIES</u>	:	Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care. Utilize human, material and physical resources effectively and efficiently. Administrative service such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Provide safe and therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Develop and ensure implementation of nursing care plans. Participate in clinical records audits. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious

		differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. The incumbent will be expected to work extended hours.
<u>ENQUIRIES</u>	:	MRS WN Mlaba Tel No: 039 682 3498
<u>NOTE</u>	:	Due To Financial Constraints, S&T Claims Will Not Be Paid To Candidates Who Attended Interviews. 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 Financial Constraints, S&T Claims Will Not Be Paid To Candidates Who Attended Interviews.
<u>CLOSING DATE</u>	:	08 December 2017 at 16:00
<u>POST 48/229</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 REF NO: PSH 19/17 (1 POST)</u>
<u>SALARY</u>	:	Grade 1 – R 340 431 per.annum. Plus 12% rural allowance A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing, Midwifery +1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Grade 2 – R 418 701 p.a. Plus 12% rural allowance A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing & Midwifery + 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. At least 10 years of the period referred to above must be appropriate / recognizable experience in the speciality after obtaining the one (1) year post basic qualification in the relevant speciality
<u>CENTRE REQUIREMENTS</u>	:	Marburg Clinic Senior certificate, Degree/Diploma in General Nursing and Midwifery PLUS 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Registration with SANC as General Nurse and Midwife, Current SANC receipt for 2017. Knowledge, Skills and Experience Knowledge of SANC rules and regulations. Scope of practice, Labour Relations, Good communication and interpersonal skills. Ability to function well within a team
<u>DUTIES</u>	:	Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care. Utilize human, material and physical resources effectively and efficiently. Administrative service such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Provide safe and therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Develop and ensure implementation of nursing care plans. Participate in clinical records audits. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients' needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. The incumbent will be expected to work extended hours.
<u>ENQUIRIES</u>	:	MRS WN Mlaba 039 682 3498
<u>NOTE</u>	:	Due To Financial Constraints, S&T Claims Will Not Be Paid To Candidates Who Attended Interviews. 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 Financial Constraints, S&T Claims Will Not Be Paid To Candidates Who Attended Interviews
<u>CLOSING DATE</u>	:	08 December 2017 at 16:00
<u>POST 48/230</u>	:	<u>LECTURER: KING EDWARD VIII NURSING CAMPUS: REF NO: KEH NTC 1/2017 – 02 POSTS</u> Directorate: Medical and Surgical Science, Trauma and Emergency Nursing Science, Child Nursing Science
<u>SALARY</u>	:	PND 1:R340 431.00-R394 665. per annum,

<u>CENTRE REQUIREMENTS</u>	:	PND 2:R418 701.00-R546 315. per annum King Edward VIII Nursing Campus (KEH) An appropriate Degree/ National Diploma as a General Nurse & midwife, post Basic qualification in Nursing Education, Diploma in Medical & Surgical Nursing Science – SANC (R212), Trauma and Emergency Nursing, Diploma in Child Nursing Science – SANC (R212), proof of current registration (2017) with South African Nursing Council, in possession of an unendorsed valid RSA Driver's License (Code EB) (manual), a minimum of four (4) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing (in the case of grade 1 PND 1) OR a minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing of which ten (10) years of the period referred to above must be appropriate / recognizable experience in Nursing Education (in the case of grade 2 PND 2) Knowledge, Skills, Training And Competencies Required: Have in-depth knowledge of procedures and processes related to Trauma & Emergency Nursing, Child Nursing science, possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation, knowledge of nursing education programmes and curriculum, proficiency in teaching and assessment in Trauma & Emergency nursing science , Child Nursing Science and evaluation approaches, possess good communication (written & verbal) and presentation skills, computer literacy,
<u>DUTIES</u>	:	Key Performance Areas: Provide education and training to students, coordinate clinical learning exposure to students between college and clinical areas, support the mission and promote the image of the college, implement assessment strategies to determine learner's competencies, exercise control over students Directions to Candidates:
<u>ENQUIRIES APPLICATIONS</u>	:	Miss S.M. Mkhize - 031 3603106 All applications must be addressed to the Mrs. D. Naidoo (Registrar-Academic) and posted to King Edward VIII Campus, Private Bag X02, Congella, 4013
<u>NOTE</u>	:	The following documents must be submitted: Completed application form Z 83 obtainable from all Public Service Departments. Faxed applications would not be accepted. No registered mail would be accepted, recently (not older than 3 months) certified copy of: Z83, Curriculum Vitae, Grade 12 or equivalent certificate, Nursing degree or Diploma, registration certificate with SANC as a General Nurse, Midwife, Nurse Educator and Trauma & Emergency , Child Nursing Science, SANC License to practice 2017, Identity document (RSA), RSA Driver's License (code EB) not copies of certified copies, failure to comply with the above instructions will result in disqualification
<u>CLOSING DATE</u>	:	08 December 2017

DEPARTMENT OF PUBLIC WORKS

The Provincial Administration of Kwa – Zulu Natal is an equal opportunity, affirmative action employer and Women and people with disabilities are encouraged to apply. Applicants with disabilities may qualify for relaxed advertisement appointment requirements in terms of driver's licence, computer literacy, experience and /or any other required competences, provided such is not an inherent requirement of the post and subject to proof of disability being submitted with the application

<u>APPLICATIONS</u>	:	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 : Director : Human Resource Management Department of Public Works, Private Bag x9142 Pietermaritzburg 3200, for attention Mrs BG Mahlaba. Alternatively, applications can be delivered to 191 Prince Alfred Street, Pietermaritzburg
<u>CLOSING DATE</u>	:	08 December 2017
<u>NOTE</u>	:	Applications must be submitted individually on the prescribed Z83 form, obtainable from any Public Service department, and must be accompanied by a comprehensive Curriculum Vitae together with certified copies of qualifications, skills or competencies to substantiate compliance with / adherence to the appointment requirements plus a clear and legible, certified copy of the valid South African bar- coded ID (passports will not be accepted) and valid South African drivers licence. Copies of copies OR copies on the blank side of the copy will not be accepted. Faxed or electronic copies will not be considered. Candidates are urged to view the guidelines available to all prospective candidates applying for vacant position on the departmental website before completing applications for posts. 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 assessment for equivalent by the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned instructions will be disqualified. Please note that the Department reserves the right not to fill the post. Recommended candidate's personal information will be subject to vetting prior to an offer of appointment being made. Candidates are expected to be available on the date set for the interviews or they may be disqualified. Should you not have been contacted by this office within 3 months of the closing date of the advertisement, kindly consider your application being unsuccessful. Please note that further communication shall be restricted to those candidates who will have been shortlisted. The appointed candidate shall be required to sign a performance agreement. Please note that reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment to facilitate this. The filling of this post will be guided by the Department's Employment Equity targets

OTHER POSTS

- POST 48/231** : **DISTRICT MANAGER: HARRY GWALA REF: DM/HG/SR/11/2017**
- SALARY** : R657 558 per annum (Middle Management Services All Inclusive remuneration package) Level 11
- CENTRE** : Southern Region: Harry Gwala District Office (Ixopo).
- REQUIREMENTS** : a relevant, accredited three-year Degree or National Diploma in the built environment plus a minimum of 3 years' experience inclusive of supervisory experience. Computer literacy in the following software packages, namely word processing, spreadsheet, presentation and email. A valid driver's licence (manual transmission).
- DUTIES** : Key Performance Areas: Manage works inspection services and projects. Manage Financial Administration Services. Manage General Administration Support Services. Conduct overall management of the District Office. Manage the resources of the component. Manage the implementation of policies and Procedures. Knowledge, Skills and Competencies: Expert knowledge of administration policies and practices. Project and financial management. Knowledge of procurement processes. Customer care, stakeholder, people management and problem solving skills.
- ENQUIRIES** : Mr TL Mchunu Tel No. (033 8971422)
- POST 48/231** : **CONTROL WORKS INSPECTOR: STRUCTURAL REF: CWI/AMJ/2017**
- SALARY** : R417 552 per annum (Level 10)
- CENTRE** : Amajuba District Office – Newcastle
- REQUIREMENTS** : Matric plus National Diploma (T/N/S streams) or equivalent or an N3 plus a passed trade test in the building environment/ Registration as an Engineering Technician. Minimum of six (6) years appropriate experience. Computer literacy in the following software packages, namely word processing, spreadsheet, presentation. A valid driver's licence (manual transmission).
- DUTIES** : Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance. Ensure that relevant project documentation for new and existing structures is compiled. Manage the activities of contractors and consultants. Gather and submit information in terms of the extended public works program. Supervise performance and conduct of subordinates. Skills: Willingness to work long hours and travel long distance, Good verbal and written communication skills, Project and programme management, Stakeholder and financial management and knowledge of procurement processes.
- ENQUIRIES** : Mr S. Mncandi Tel No: (034-312-9188)
- POST 48/232** : **ASSISTANT DIRECTOR: ZULULAND SUB DISTRICT OFFICE REF NO: AD/ZSD/VRY/11/2017**
- SALARY** : R417 552 per Annum (Level 10)
- CENTRE** : Zululand Sub-District Office - Vryheid
- REQUIREMENTS** : Grade 12 or Equivalent plus an appropriate 3 years Bachelor Degree/ National Diploma including a minimum of 3 years relevant managerial experience. Computer literacy in the following software packages, namely word processing, spreadsheet, presentation and email. A valid driver's licence (manual transmission).

DUTIES : Key Performance Areas: Manage works inspection services. Manage building maintenance services. Monitor financial administration and supply chain management services. Manage general administration support services. Manage all projects and ensure implementation of policies and procedures for the Sub-District. Manage the resources of the Sub-District. Recommendations: Willingness to work long hours and travel long distance, Good verbal, written and communication skills, Project and programme management, Stakeholder and financial management and knowledge of procurement processes

ENQUIRIES : Mr. MG Mcanyana Tel No: (035 879 8300)

POST 48/233 : **ASSISTANT DIRECTOR PRE-BID AND ADJUDICATION REF NO: ASD/PREB/11/2017**

SALARY : R334 545. per annum (Level: 09)
CENTRE : North Coast Region - Ulundi
REQUIREMENTS : Grade 12 or equivalent plus a relevant Degree/National Diploma plus a minimum of 3 years' appropriate relevant experience. Computer literacy in the following software packages, namely word processing, spreadsheet, presentation and email. A valid Driver's licence (manual transmission).

DUTIES : Key Performance Areas: Manage the placement of advertisement and opening of Bids. Control the adjudication of Bids. Monitor and control over tax clearance database and the provision of bank ratings. Ensure correctness of tender documentation. Manage the human resources of the component. Recommendations: Knowledge of wide range of work procedures such as Financial Management System-PFMA. Procurement Act and Regulations Computerized stores system. Norms and standards. Training, Planning and Organising. Communication skills,

ENQUIRIES : Mr. ZM Nkosi Tel No :(035 874 2080)

POST 48/234 : **ASSISTANT DIRECTOR RISK MANAGEMENT REF NO: AD/RM/11/2017**

SALARY : R334 545 per annum (Level 9)
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : Grade 12 or equivalent Plus a relevant Degree or National Diploma with Accounting and or / Auditing / Internal Auditing/ Risk Management as major subjects. Minimum of 3-5 years' experience in a Risk Management/ Auditing and Risk Management field. Computer literacy in Word processing, Spreadsheet, Presentation and e-mail software packages. A valid manual driver's licence (manual transmission).

DUTIES : Key Performance Areas: Conduct and oversee risk management to identify lack/ineffective risk management systems within the department. Develop, implement and maintain risk management policies, Frameworks and Procedure Manuals. Develop, implement and maintain Risk Management monitoring and evaluation mechanism within the department. Provide transversal support, advice and guidance in terms of risk management prescripts. Participate in the compilation of reports to the Executing Authority on management compliance programmes. Ensure effective and efficient supervision, mentoring and training of staff. Skills: Must be willing to do extensive traveling and able to work under pressure with high level of integrity, objectivity & confidentiality. Problem solving. Analytical and numeracy. Analytical and quantitative method tools. Verbal and written communication. Good interpersonal relations. Research. Report writing. Policy interpretation/ analysis. Project planning and management. Financial Management. Change management. Organising. Presentation. Facilitation. Time management. Policy development. Supervisory. Statistical and quantitative analysis. Driving and Computer skills

ENQUIRIES : Ms R. Harris Tel No: (033-355 5499)

POST 48/235 : **ADMINISTRATIVE OFFICER: ACQUISITION AND DISPOSAL REF NO: AO/ADC/2017**

SALARY : R281 418 per annum (Level 8)
CENTRE : Midlands Regional Office (Ladysmith)
REQUIREMENTS : grade 12 or equivalent plus a minimum of 3 years relevant experience in the property management environment. Computer literacy in the following software packages, namely word processing, spreadsheet, presentation and email. A valid driver's licence (manual transmission).

DUTIES : Key Performance AREAS: Co-ordinate the eviction processes. Administer lease agreements and rentals. Administer payments of property rates and

municipal account. Render estate management services. Co-ordinate the implementation of expropriation and conveyance processes. Co-ordinate and implement donations, Land exchange processes. Supervise, train and develop staff. Skills: Supervisory skills, problem solving, interpretation of policies and prescripts, report writing.

ENQUIRIES : Mr. PEM Shoji tel Tel No: (036-638-8278)

POST 48/236 : **HUMAN RESOURCE: EMPLOYEE HEALTH AND WELLNESS PROGRAMMES REF NO: SR/EHW/2017: SOUTHERN REGIONAL OFFICE, PIETERMARITZBURG AND EHW/NCR/11/2017: NORTH COAST REGION (2 X POSTS)**

SALARY CENTRE REQUIREMENTS : R281 418 per Annum (Level 8)
: Southern Regional Office - Pietermaritzburg and North Coast Region - Ulundi
: Grade 12 or equivalent. Bachelor's Degree in Behavioural Science (Social Work/Clinical/Industrial Psychology). Registration with a relevant statutory body plus a minimum of 1 year's appropriate, relevant experience. Computer literacy in the following software packages, namely word processing, spreadsheet, presentation and email. A valid driver's licence (manual transmission).

DUTIES : Key Performance Areas: Administer the Employee Health and Wellness Programme in the Region. Co-ordinate special programmes. Implement and provide inputs in terms of policy development. Supervise staff. Skills, Knowledge and Competencies: Candidates must display the following skills, Communication, interpersonal relations, counselling, confidentiality and code of ethics, negotiation, decision making, organizational, problem solving, motivational, presentation and report writing. Knowledge of all relevant policies and legislation.

ENQUIRIES : Mrs. NOZ Goba Tel No :.(033 8971342) or Ms. TK Ndlovu Tel No :.(035 874 2657)

POST 48/237 : **STATE ACCOUNTANT: BUDGET PLANNING AND REVENUE SERVICES REF NO: SA/B&E/11/2017**

SALARY CENTRE REQUIREMENTS : R281 418 per annum (Level 8)
: Head Office, Pietermaritzburg
: grade 12 or equivalent plus relevant Degree or National Diploma.1-2 years appropriate experience. Computer literacy in the following software packages, namely word processing, spreadsheet, presentation and outlook. . Valid driver's licence (manual transmission).

DUTIES : Key Performance Areas: Check and analyse budget and revenue collection reports and inputs. Liaise with Managers to obtain projections and MTEF. Prepare and submit applications for virements. Register budget on BAS and request reports from BAS .Supervise, train and develop staff. Skills: Communication (Written & Verbal), Problem solving, Interpersonal skills, Financial Management, Planning skills, ability to work under pressure. Knowledge of MTEF, GAAP, PERSAL. Treasury Regulations. Basic Accounting Systems (BAS).

ENQUIRIES : Mr Saley Tel No: (033 355 5502)

POST 48/238 : **STATE ACCOUNTANT – BOOKKEEPING REF NO: SABS/HO/11/2017**

SALARY CENTRE REQUIREMENTS : R281 418 per annum (Level 8)
: Head Office, Pietermaritzburg
: A Grade 12 or plus an appropriate Degree or National Diploma in a Finance related field. Minimum of 3-5 years' relevant experience. Computer literacy in Word processing, Spreadsheet, Presentation and e-mail software packages. A valid driver's licence (manual transmission).

DUTIES : Key Performance Areas: Monitor payments of invoices. Reconciliation of major account. Consolidate accruals and commitments. Consolidate information required for disclosure. Supervise human resources. Skills: Good verbal and written communication skills. Planning and organisation. Computer skills. Knowledge of PFMA, Treasury Regulations and Financial Prescripts. Working knowledge of Basic Accounting System (BAS).

ENQUIRIES : Mrs P Duma Tel No: (033 355 5424)

POST 48/239 : **ADMINISTRATIVE OFFICER: VOUCHER CONTROL REF NO: A0/V/2017**

SALARY CENTRE : R281 418 per annum (Level 8)
: Head Office, Pietermaritzburg

<u>REQUIREMENTS</u>	:	Grade 12 or equivalent and an appropriate and relevant Degree or National Diploma. Plus a minimum of 3 to 5 years' experience. A valid driver's licence. Computer Literacy in the following software packages, word processing, spreadsheet, presentation and outlook.
<u>DUTIES</u>	:	Key Performance Areas: Acquire and maintain all specimen signatures for all payments .Maintain all payroll control. Maintain full and proper records of the financial affairs of the department. Safe custody of all voucher as prescribed by Treasury Regulation. Make follow-ups of outstanding voucher with Metrofile and other offices. Provide reports for outstanding payroll and voucher and follow up outstanding. Provide support during the conduct of audits. Manage personnel under your responsibility. Skills: Report writing skills. Communication skills. Knowledge of EXCEL, BAS WIMS, PFMA and Treasury Regulations.
<u>ENQUIRIES</u>	:	Mrs. NP Phetha Tel No: (033-3555473)
<u>POST 48/240</u>	:	<u>LABOUR RELATIONS PRACTITIONER: GRIEVANCES AND DISPUTES REF NO: LRA/HO/11/2017</u>
<u>SALARY</u>	:	R281 418. per annum (Level 8)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 12 plus an appropriate Bachelor's degree or National Diploma and a minimum of 3-5 years relevant experience. Computer literacy in word processing, spreadsheet and presentation programmes. A valid driver's licence (manual transmission).
<u>DUTIES</u>	:	Key Performance Areas: Administer and investigate grievances. Represent the department at conciliation and arbitrations and facilitate the implementation of settlement agreements and arbitration awards. Ensure compliance with legislative framework relating to grievances and disputes. Maintain statistical records both manual and Persal records. Compile reports/submissions in respect of grievances, disputes and industrial action matters. Conduct compliance audits and compile reports. Promote sound collective bargaining processes within the Department. Recommendations: Detailed knowledge of relevant prescripts and legislation. Written and verbal communication skills. Good interpersonal skills. Presentation skills. Problem solving skills. Coordination and planning skills. Analytical thinking and research. Conflict management. Policy formulation. Investigation and Report writing skills.
<u>ENQUIRIES</u>	:	Mr M.G. Mdunge Tel No: (033-260-4124)
<u>POST 48/241</u>	:	<u>SAFETY, HEALTH AND ENVIRONMENTAL OFFICER REF NO: SHEO/HO/11/2017</u>
<u>SALARY</u>	:	R281 418 per annum (Level 8)
<u>CENTRE</u>	:	Head Office: Pietermaritzburg
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent plus a Degree/National Diploma in Built Environment or equivalent coupled with SAMTRAC / SHEMTRAC. Three year's appropriate experience in construction safety. Computer literacy in Word processing, Spreadsheet, Presentation and e-mail software packages. A valid driver's licence (manual transmission).
<u>DUTIES</u>	:	Key Performance Areas: Prepare project specific HSE specific cations. Approve safety plans and apply for construction work permits. Conduct safety audits. Compile statistics of all Occupational health and Safety related matters. Co-ordinate safety training and awareness programmes. Knowledge, Skills and Competencies: Public Service Act, Public. Service Regulations, Occupational Health and Safety Act, Act 85 of 1993, Control of Access to Public Premises and Vehicle Act, RSA Constitution of 1996, PSCBC and PHWSBC resolutions, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act, Public Administration Justice Act, Employment Equity Act Recommendations: Candidates should display good communication, liaison, planning and decision making skills.
<u>ENQUIRIES</u>	:	Mr. T.M. Khumalo Tel No :(033) 355 5551
<u>POST 48/242</u>	:	<u>HR SUPERVISOR REFNO: HRS/KCD/11/2017 NORTH COAST REGION HRS/ET/11/2017 ETHEKWINI REGION (2 POSTS)</u>
<u>SALARY</u>	:	R226 611. per annum (Level 7)
<u>CENTRE</u>	:	King Cetshwayo District Office (Eshowe) & Ethekwini Region (District Office)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent and a minimum of three years' relevant and appropriate experience. Computer literacy in the following software packages,

		namely word processing, spreadsheet, presentation and email. A valid driver's licence (manual transmission).
<u>DUTIES</u>	:	Key Performance Areas: Supervise and undertake the more complex implementation and maintenance of human resource administration practices. Monitor Human Resource Personnel records. Supervise Human Resource Staff. Recommendations: Basic knowledge of human resource duties, practices as well as the ability capture data, operate computer Basic knowledge and understanding of the legislative framework governing the Public Service. Good verbal and written communication skills. Persal knowledge.
<u>ENQUIRIES</u>	:	Mr. NT Mathula Tel (035 474 2066) or MR M.C Luthuli (031 273 1700)
<u>POST 48/243</u>	:	<u>ADMINISTRATIVE OFFICER: AUXILIARY SERVICES REF NO: AO/AUX/11/2017</u>
<u>SALARY</u>	:	R226 611 per annum (Level 7)
<u>CENTRE</u>	:	Midlands Region: Umzinyathi Sub - District Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent plus 3 -5 years relevant experience. Computer Literacy in the following software packages, word processing, spreadsheet, presentation and outlook a valid driver's licence (manual transmission).
<u>DUTIES</u>	:	Ensure the provision of general administration services. Provide registry and messenger services. Administer reception and switchboard services to the district. Ensure the provision of helpdesk services. Administer cleaning services. Administer security services. Ensure the provisioning of transport services. Supervise staff. Skills: Research skills, supervisory skills, problem-solving skills, report writing.
<u>ENQUIRIES</u>	:	Mr C.D. Mqadi (034-212-2133)
<u>POST 48/244</u>	:	<u>INFORMATION TECHNOLOGY SPECIALIST REF NO: ER/ITS/11/2017</u>
<u>SALARY</u>	:	R226 611 per Annum (Level 7)
<u>CENTRE</u>	:	Ethekwini Region
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent plus A+ and N+ certificate 3- 5 years relevant experience, Computer literacy in the following software packages, namely Word processing, Spreadsheet, Presentation and Outlook. A valid driver's licence (manual transmission).
<u>DUTIES</u>	:	Key Performance Areas: Coordinate and monitor IT services in the Region, Assess stock delivery according to specification, Provide basic technical support to users, Coordinate the implementation of IT standard and procedures in the Region, Supervise staff. Skills: Interpretation and application of policies/legislation (Public Service Act and Regulations, Public Finance Management Act, SITA Act). Program and Project Management, Research and Development in IT and IS. Prescripts relating to Security and IT/IS Governance. Problem solving and analytical thinking. Strategic planning and co-ordination. Team building. Excellent communication (verbal and written). Motivation/leadership skills.
<u>ENQUIRIES</u>	:	Mr MR Mkhize (031) 203 2156
<u>POST 48/245</u>	:	<u>WORKS INSPECTOR: ELECTRICAL (2 X POSTS) REF NO: WIE/UMK/11/2017 FOR UMKHANYAKUDE DISTRICT OFFICE (MKUZE) WORKS INSPECTOR ELECTRICAL WIE/USUB/11/2017 FOR MIDLANDS: UMZINYATHI SUB - DISTRICT OFFICE</u>
<u>SALARY</u>	:	R183 558. per annum (Level 6)
<u>CENTRE</u>	:	Umkhanyakude District Office (Mkuze) & Midlands: Umzinyathi Sub - District Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent plus a National Diploma (T/N/S streams) or equivalent, or an N 3 and a passed trade test in the building environment, or Registration as an Engineering Technician. Computer literacy in the following software packages, namely word processing, spreadsheet, presentation and email. A valid driver's licence (manual transmission).
<u>DUTIES</u>	:	Key Performance Areas: Render a basic inspection service of work done on minor new existing structure on a project basis Analyse and compile relevant documentation for work to be done on minor new and existing structures. Oversee the work of contractors. Gather and submit information in terms of the extended Public Works programme (EPWP). Recommendations: Project management skills, Stakeholder management skills, sound communication skills, willingness to work extended hours.

ENQUIRIES

: Ms. Pp Mbuyisa Tel No :(035 573 7000) Umkhanyakude disrtict Office (Mkuze
Mr. Cd Mqadi Tel No: (034-212-2133) Midlands: Umzinyathi Sub - District
Office