

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

*Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representiveness in all occupational categories in the department.*

**NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. 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). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

**OTHER POSTS**

**POST 50/303** : **DEPUTY MANAGER PHARMACY REF NO.: PSH 20/2017**

**SALARY** : R920 703 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) other benefits: 17% of basic salary – Rural Allowance

**CENTRE REQUIREMENTS** : Port Shepstone Hospital

Matric, Appropriate qualification that allows registration with the South African Pharmacy Council as a Pharmacist and Pharmacy certificate. Current registration with SAPC for 2017. Five (5) years post registration experience as a Pharmacist after community service. Minimum of years supervisory and managerial experience in Pharmacy environment. Valid unendorsed driver's license Recommendation Must be willing to reside in the UGU District, Experience of working in a large multidisciplinary facility Knowledge, Skills and Competencies: Extensive knowledge of Public Sector Pharmacy, as well as relevant acts, regulations, the District Health system, EDL, Good Pharmacy Practice, policies and procedures, the National Drug Policy and ARV program. Knowledge of and experience in the management of an outpatient, inpatient service and pharmacy store. Sound communication, interpersonal, problem solving, management, leadership and organizational skills. Knowledge of the Principles of drug therapy and the functions and operations of a Drug and Therapeutics Committee. Sound knowledge of Good Manufacturing Practice, budget control: and experience in internal and external ordering procedures. Experience in managing Human Resource matters, training and financial management, operations strategy and marketing. Ability to work independently, under pressure and co-ordinate productivity in section. Computer literacy- MS Word, MS Excel, MS Powerpoint and MS Outlook

**DUTIES** : Charge ship of the relevant section including financial management, budgetary control, drug supply management and Human Resource management (training, orientation, discipline, performance management, monitoring and evaluation) Devise protocols, SOPS and guidelines for an efficient and cost effective pharmaceutical service, implement and monitor policies and procedures for staff and sections under his/her control. Exercise control over stock procurement Exercise control over expenditure ensuring non-wastage of pharmaceuticals and other resources. Maintain accurate patients and prescription records and statistics. Compilation and presentation of data and

statistics for management purposes and research purposes. Engage in effective communication with health care workers, patients and caregivers. Provide medicine information, counseling and education to healthcare professionals and patients Supervise and Tutor pharmacists, interns and Pharmacist Assistants; supervise and provide training to Pharmacy personnel. Allocate pharmacists to wards to review prescriptions and dispense prescriptions to in-patients, outpatients and clinics. Participation in Quality Improvement Programmes, Pharmacy and Clinical audits Manufacture, compound and reconstitute sterile and non-sterile pharmaceutical products. Perform standby duties and overtime over weekends, after hours and public holidays. Be willing to work additional hours if necessary. Monitoring ARV prescriptions

- ENQUIRIES** : Dr. PB Dlamini (039) 688 6802 / 6147
- APPLICATIONS** : Applications to be submitted for the attention of: Human Resource Manager, Port Shepstone Regional Hospital, P/Bag X 5706, Port Shepstone 4240
- NOTE** : Application form (Z83) fully completed and signed, detailed C.V with certified copies of I.D., Pharmacy qualification, SAPC Registration as a Pharmacist, proof of payment of SAPC annual fees or relevant Certificate, no copies of certified copies will be accepted and must be not more than 6 months certified. 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 N.B If you have not been contacted within two (2) weeks hereof, please consider your application as not being accepted. 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
- CLOSING DATE** : 29 December 2017
- POST 50/304** : **DEPUTY MANAGER PHARMACEUTICAL SERVICES REF: NDH 28/2017**  
Cluster: Medical Department
- SALARY** : R920 703. All inclusive package, consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime.
- CENTRE** : Northdale Hospital: Pietermaritzburg
- REQUIREMENTS** : Certified copy of grade 12 certificate or equivalent. Certified copy of degree in pharmacy. Certified copy of Registration certificate with SAPC as Pharmacist. Proof of current registration with SAPC 2017 (Proof of Payment ) and SAPC ID Card. Minimum 5 years' experience after community service as Pharmacist ( provide certificate of service i.e. proof of experience). Valid unendorsed driver's licence. Minimum 6 years for Non South African citizens after community service. Non South African citizen applicants, need to have a valid work permit in compliance with HR circular 49 of 2008 obtainable from any government department. NB: Proof of experience endorsed and stamped by human resource department( service certificate). Locum Pharmacist: certified copies of letters of service stating relevant experience as a pharmacist. Locum experience must indicate – full time or number of hours and actual dates must be specified. Minimum of 3 years supervisory and managerial experience in Pharmacy environment which include at least 1 year experience as an Assistant Manager in Pharmaceutical Services, Pharmaceutical Policy Specialist, Pharmacy Supervisor and or equivalent positions. Experience of working in a large multidisciplinary facility will be added advantage knowledge, skills, training and competencies required:- Knowledge of Pharmaceutical services policies, approaches and procedures. Extensive knowledge of relevant Legislation, Acts, Regulations and Policies. Knowledge and understanding of the legislative prescripts governing the Public Service, Pharmacy Practice and Control of Medicines. Good communication, motivation, coaching, team building, decision making, interpersonal and problem solving skills. Knowledge of Financial and Human Resource Management. Appropriate clinical and theoretical knowledge. Ability to work under pressure and co-ordinate productivity. Sound knowledge of District Health System and setting. Effective Planning, organizational, leadership and managerial skills. Knowledge of the principles, functions and operations of medicine and therapeutic committee. Sound knowledge on the implementation of effective performance management system and capacity building for succession planning. Sound knowledge and implementation of effective

<b><u>DUTIES</u></b>	: monitoring and evaluation system. Knowledge of Batho Pele Principles. Computer literacy Key Performance Areas: - Manage the Pharmaceutical Services at Northdale Hospital and associated clinics (i.e the entire catchment area that Northdale Hospital is responsible for) in line with the National, Provincial, District Strategies and Priorities. Represent pharmacy department in various hospital management committees and meetings. Attend to performance management, discipline and counselling of staff. Ensure monthly supervision and monitoring of pharmaceutical services provided at PHC level. Ensure that the institution has a functional Pharmacy and Therapeutics Committee, Antimicrobial Stewardship Committee and CCMDD Committee. Implementation and monitoring of the Good Pharmacy Practice Rules and Regulations. Engage in effective communication with all stakeholders to ensure that a high quality service is rendered. Ensure identification and implementation of quality improvement projects within the pharmacy department. Ensure rational use of resources (Human, Financial and Physical). Be accountable for the procurement, storage, distribution, control and security of Pharmaceutical stock and equipment. Develop, implement and monitor adherence to standard operating procedures and policies for all aspects of the pharmaceutical services, in accordance with the applicable legislations, regulations and Good Pharmacy Practice. Compile and review reports for submission to the district pharmacy manager. Identify training needs of pharmacy staff and other health care professionals and facilitate appropriate training and development. Ensure sound labour practice. Any other duties / tasks as may be deemed necessary by the medical manager / Management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Dr. MAG Molla; Tel No.: 033 387 9014
<b><u>FOR ATTENTION NOTE</u></b>	: All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200 : Dr MAG Molla
<b><u>CLOSING DATE</u></b>	: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. : 22 December 2017
<b><u>POST 50/305</u></b>	: <b><u>MEDICAL OFFICER ORTHOPAEDICS GRADE 1/2/3: REF: NDH 24/2017</u></b> Cluster: Orthopaedics Department
<b><u>SALARY</u></b>	: R736 425. - R977 199. All-inclusive package, consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime.
<b><u>CENTRE REQUIREMENTS</u></b>	: Northdale Hospital: Pietermaritzburg : Matric certificate / grade 12, MBCHB degree or equivalent qualification. Current registration with the Health Professions Council of South Africa as a Medical Practitioner PLUS, registration certificate with Health Professions Council of South Africa as a Medical. Post Community Service Grade 1: Experience: Experience: Not Applicable. Foreign qualified candidates requires 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Grade 3: Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. knowledge, skills, training and competencies required:-Basic knowledge of diagnosis and management of Orthopaedic pathologies and emergencies. Basic knowledge of diagnosis and management of medical conditions. Good communication, leadership, interpersonal. Basic knowledge of current health and public service legislation and policy, medical ethics, epidemiology and statistics. Good decision-making, analytical and communication skills. Computer literacy
<b><u>DUTIES</u></b>	: Key Performance Areas: - Assess and manage patients in Orthopaedic Outpatients, Wards and High Care, including after-hour service. Consult with colleagues and junior staff. Participate in Quality Assurance/Audit. Clinical

responsibility with after-hours participation. Commuted overtime is compulsory. Participate in Academic Programmes in the Orthopaedic Department. Assess and manage patient load and in Clinics, outpatients and high care. Assisting, developing and implementing of New Services and the utilisation of New Equipment

**ENQUIRIES** : DR L.M. Turino: 033 – 397 6414

**APPLICATIONS** : All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200

**FOR ATTENTION** : Dr MAG Molla

**NOTE** : All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview.

**CLOSING DATE** : 22 December 2017

**POST 50/306** : **MEDICAL OFFICER EMERGENCY DEPARTMENT GRADE 1/2/3:**  
**REFERENCE: NDH 29/2017**  
Cluster: Emergency Unit

**SALARY** : R736 425. - R977 199. All-inclusive package, consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime and its group is subject to the needs of the Department, in which case the incumbent will have to sign a Commuted Overtime Contract form.

**CENTRE** : Northdale Hospital: Pietermaritzburg

**REQUIREMENTS** : Matric certificate or equivalent, MBCHB Degree or equivalent Plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner, Registration certificate with Health Professions Council of South Africa as a Medical Practitioner and Appropriate clinical experience depending on the grade for which you are applying (see below) A post graduate qualification in an appropriate field would be an advantage. ATLS, ACLS and or Pediatrics Life Support will be an advantage Grade 1: MBCHB degree or equivalent qualification plus, Post Community service, Current registration with Health Professions Council of SA as a Medical Practitioner. Grade 2: MBCHB degree or equivalent qualification plus Current registration with Health Professions Council of SA as a Medical Practitioner, 5 years experience after registration with HPCSA as a Medical Practitioner 6 years experience after registration with HPCSA as a Medical Practitioner if Foreign Qualified and not required to perform community service. Grade 3: MBCHB degree or equivalent qualification plus, Current registration with Health Professions Council of SA as a Medical Practitioner, 10 years experience after registration with HPCSA as a Medical Practitioner, 11 years experience after registration with HPCSA as a Medical Practitioner if Foreign Qualified and not required to perform community service knowledge, skills, training and competencies required:- Sound clinical knowledge and skills in Emergency Medicine including advanced adult and pediatric resuscitative measures. Ability to diagnose and manage common medical problems and emergencies in all disciplines including acute and chronic conditions. Ability to teach and supervise staff at all levels – Including Junior Medical Officers and Interns, Nursing personnel-- in the Emergency Medicine Department. Good communication skills, leadership and decision making qualities. Must be able to work in a challenging and highly stressful environment. Provide Team Work; and ability to manage conflict resolution. Good sound assessment, diagnostic and management skills. Sound knowledge of relevant ethical and medico-legal issues.

**DUTIES** : Key Performance Areas: - Manage patients presenting to district level Emergency Department. Ensure to complete their own J88 forms as soon as possible and represent the institution in medico-legal cases as required. Participation in the after-hour overtime duties is compulsory. Perform duties as delegated by supervisor of the Emergency Department. Maintain accurate medical records in accordance with legal and ethical standards. The following Learning opportunities are available, Supervision by an Emergency Physician with “On the floor teaching” Advanced Airway Management and ventilation techniques including invasive and non-invasive ventilation. Evidence based protocol driven management. Opportunity to conduct research in the unit Preparation to enter the fellowship and or Diploma in Emergency Medicine. The Unit is accredited for DipPEC and Registrar Training.

**ENQUIRIES** : Dr P Ramraj: 033 - 3879022 / 0826504864

**APPLICATIONS** : All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200

**FOR ATTENTION NOTE** : Dr MAG Molla  
 : All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview

**CLOSING DATE** : 22 December 2017

**POST 50/307** : **OPERATIONAL MANAGER NURSING – GENERAL STREAM**  
**REFERENCE: NDH 30/2017**  
 Cluster: Nursing Department

**SALARY** : R394 665. – R 457 527. Benefits: 13th cheque, medical aid and housing allowance (optional and provided the incumbent meets the requirements)

**CENTRE REQUIREMENTS** : Northdale Hospital – Siphuthando Stepdown Facility: Pietermaritzburg  
 : Senior certificate/matric, Degree / Diploma in General Nursing and Midwifery, Registration Certificate with South Africa Nursing Council as a Professional Nurse and midwife. Current Registration with SANC as general nurse. A minimum of 07 years appropriate / recognizable experience in nursing after registration as a Professional Nurse and Midwife, with the SANC, NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management .Recommendation - Computer Literacy. Three (3) years of the period referred to above, must be appropriate / recognizable experience as a supervisor. Valid code EB driver's license. knowledge, skills, training and competencies required:- Financial Management. Leadership, organizational, decision making and problem solving. Knowledge of public service policies and other Health Related prescripts. Sound knowledge of code of conduct. Human resources Management and labour relations act. Good communication skills

**DUTIES** : Key Performance Areas: - To ensure smooth-running of, qualitative service delivery by the departments/ward, according to state legislature, ethics and key result / performance activities/areas. To ensure that holistic nursing care service is delivered to patients in a cost effective, efficient and equitable manner that is compliant to professional and ethical practice by the above mentioned units/departments. Manage and monitor proper utilization of human, financial and physical resources. Participate in analysis, formulation and implementation of nursing guidelines, practices, standard and procedures. Develop and monitor implementation of EPMDS. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing plans and evaluation thereof. Maintain constructive working relationship with nursing and other stake holders i.e. inter-professional, inter-sectoral and multi-disciplinary team work. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Participate in the implementation of DOH initiative's e.g. NATIONAL CORE STANDARDS. Ensure accurate timeous collection and analysis of data for planning and improving service delivery. Demonstrate basic computer literacy as a tool to enhance service delivery. Compile and submit reports timeously.

**ENQUIRIES APPLICATIONS** : Mrs J Webster Tel: 033 387 9010  
 : All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200

**FOR ATTENTION CLOSING DATE** : Mrs J Webster  
 : 22 December 2017

**POST 50/308** : **OPERATIONAL MANAGER NURSING (GENERAL) (RE-ADVERTISEMENT) REF NUMBER SAP 04/2017**

**SALARY** : R394 665 – R444 195. per annum plus 13<sup>th</sup> Cheque, Rural Allowance:, Medical Aid (Optional), Homeowner's allowance (Employee must meet prescribed Requirements)

**CENTRE REQUIREMENTS** : St Apollinaris Hospital  
 : Senior Certificate (Grade 12) or equivalent qualification. Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as Professional Nurse PLUS Registration with SANC as a Professional Nurse and midwifery. A minimum of seven (7) years' experience in nursing after registration as Professional Nurse with the SANC in General Nursing PLUS. SANC receipt for the current year. Skills Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues including more complex report

when required. Work as part of the multi-disciplinary at unit level to ensure good nursing care by the nursing team. Work effectively, co-operatively amicably at a supervisory level with persons of diverse intellectual; cultural racial or religious differences. Display a concern for patients promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to the principles of Batho Pele.

- DUTIES** : Key Performance Areas: Demonstrate an in depth understanding legislation and related legal and ethical nursing practices and how this impacts on service delivery. Co-ordinate and monitor the implementation of nursing care plan and evaluation thereof. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Provision of administrative services. Maintain a constructive working relationship with nursing and other stakeholders. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Utilize human, material and physical resources efficiently and effectively. Demonstrate a basic understanding of HR and financial policies and practices. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care.
- ENQUIRIES APPLICATIONS** : MS NI Mpantsha @ (039) 833 8000/8013  
: Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Human Resources Section, Hand delivered applications may be submitted to Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement The appointments are subject to positive outcomes obtained for the Pre-Employment Checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security Screening for Criminal Records, Credit Records (Financial, Asset Records, etc), validation/verification of Identity Document (ID), Driver's Licence, Professional Driving permit (where required), Citizenship/ Permanent Residency, Company Intellectual Property Commission (CIPC) - Business Interest/s, verification of Educational Qualifications by the South African Qualifications Authority (SAQA), verification of Employment History/ reference checks - previous experience from Employers. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. "People with disabilities should feel free to apply" The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims. Candidates previously applied for the Operational Manager's post are welcome to re-apply.
- CLOSING DATE** : 05 January 2018
- POST 50/309** : **ASSISTANT MANAGER NURSING (SPECIALITY) (OBSTETRICS & GYNAECOLOGY & PAEDIATRICS) REFERENCE NUMBER SAP 06/2017**
- SALARY** : R546 315. – R614 874. Per annum per annum plus 13<sup>th</sup> Cheque, Rural Allowance: 8%, Medical Aid (Optional), Housing allowance (Employee must meet prescribed Requirements)
- CENTRE REQUIREMENTS** : St Apollinaris Hospital  
: Senior Certificate (Grade 12) or equivalent qualification. Basic R425 Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and midwifery. A post basic nursing qualification, with duration of at least one year accredited with the SANC i.e. advanced midwifery. Minimum 10 years appropriate experience in nursing after registration as a Professional Nurse, At least 6 years of period referred to above must be appropriate / recognizable in the specific specialty after obtaining the 1 year post- basic in Advanced midwifery. At least 3 years of the period referred to above must be appropriate / recognizable experience at Management Level. Proof of current registration

with SANC. Proof of work experience (Certificate of Service) from previous and current employer endorsed and stamped by HR must be attached. SANC receipt for the current year. SKILLS: Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal framework such as: Nursing Act, Occupational Health and Safety Act, Patient Right Act, Batho Pele Principles etc. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure etc. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management. Insight into the public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care computer skills in basic programs.

**DUTIES** : Key Performance Areas: Provide effective management and professional leadership in the specialized units. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required. Effective management utilization and supervision of all resources. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele. Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with EPMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students. Monitor implementation of EPMDS. Disaster Management, Monitor implementation of NCS and interpret its impact on service delivery. Co-ordinate and participate in health promotion activities and Monitor and evaluation of data. Demonstrate basic computer literacy as a support tool to enhance service delivery.

**ENQUIRIES** : MS TE Kumalo @ (039) 833 8000/8117  
**APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, for attention: Human Resources Section, Hand delivered applications may be submitted to Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.

**NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment Checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security Screening for Criminal Records, Credit Records (Financial, Asset Records, etc), validation/verification of Identity Document (ID), Driver's Licence, Professional Driving permit (where required), Citizenship/ Permanent Residency, Company Intellectual Property Commission (CIPC) - Business Interest/s, verification of Educational Qualifications by the South African Qualifications Authority (SAQA), verification of Employment History/ reference checks - previous experience from Employers. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. "People with disabilities should feel free to apply" The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims. Candidates previously applied for the Operational Manager's post are welcome to re-apply.

**CLOSING DATE** : 05 January 2018

**POST 50/310** : **MEDICAL OFFICER GRADE 1, 2 OR 3 (1 POST) REF NUMBER: SAP 05/2017**

**SALARY** : All-inclusive packages  
 GRADE 1 – R736 425.00 - R793 341.00

GRADE 2 – R842 028.00 - R920 703.00  
GRADE 3 – R977 199.00 - R1 221 723.00

Other Benefits: Rural Allowance.

Commuted Overtime (subject to prior approval)

**CENTRE  
REQUIREMENTS**

: St Apollinaris Hospital  
: **Grade 1:** Senior Certificate PLUS appropriate qualification (MBCHB) plus registration with HPCSA as a Medical Practitioner in respect of RSA qualified who have performed community service, and 1 year relevant experience after registration as a Medical Practitioner with recognized foreign health profession council in respect of foreign qualified employees of whom it is not a requirement to perform community service, as required in South Africa. Experience in Maternity and Caesarian sections. ATLS/PALS/ACLS – (Active), any of the mentioned courses will be an added advantage  
**Grade 2:** Senior Certificate PLUS appropriate qualification (MBCHB) and registration certificate plus 5 years' experience after registration with HPCSA as a Medical Practitioner, in respect of RSA qualified who have performed community service, and 6 years relevant experience after registration as a Medical Practitioner with recognized foreign health profession council in respect of foreign qualified employees of whom it is not a requirement to perform community service, as required in South Africa. Experience in Maternity and Caesarian sections. ATLS/PALS/ACLS – (Active), any of the mentioned courses will be an added advantage. Certificate of service endorsed by Human Resources.

**Grade 3:** Senior Certificate PLUS appropriate qualification (MBCHB) and registration certificate with HPCSA plus 10 years' experience after registration with HPCSA as Medical Practitioner, in respect of RSA qualified who have performed community service, and 11 years relevant experience after registration as a Medical Practitioner with recognized foreign health profession council in respect of foreign qualified employees of whom it is not a requirement to perform community service, as required in South Africa. Experience in Maternity and Caesarian sections. ATLS/PALS/ACLS – (Active), any of the mentioned courses will be an added advantage. Certificate of service endorsed by Human Resources. SKILLS: Clinical knowledge. Knowledge of ethical medical practice. Good interpersonal skills. Ability to work under pressure. Assessment, analysis and Management skills.

**DUTIES**

: Key Performance Areas: Assist in clinical audits and quality improvement programmes. Ensure the provision of safe, ethical and high quality medical care. Manage and facilitate the formulation of medical service policies and procedures of the Institution and ensure that these are in line with the current statutory regulations and code of ethics. Assist with the development, maintaining and updating of clinical protocols. Handle medicine and surgical emergencies. Administer anesthetics. Provide after-hours medical service as per roster.

**ENQUIRIES  
APPLICATIONS**

: DR NE Mancini @ (039) 833 8000/8002  
: Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, for attention: Human Resources Section, Hand delivered applications may be submitted to Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.

**NOTE**

: Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement The appointments are subject to positive outcomes obtained for the Pre-Employment Checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security Screening for Criminal Records, Credit Records (Financial, Asset Records, etc), validation/verification of Identity Document (ID), Driver's Licence, Professional Driving permit (where required), Citizenship/ Permanent Residency, Company Intellectual Property Commission (CIPC) - Business Interest/s, verification of Educational Qualifications by the South African Qualifications Authority (SAQA), verification of Employment History/ reference checks - previous experience from Employers. Applicants are respectfully informed that correspondence will



be limited to short-listed candidates only. "People with disabilities should feel free to apply" The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims. Candidates previously applied for the Operational Manager's post are welcome to re-apply.

- CLOSING DATE** : 05 January 2018
- POST 50/311** : **OPERATIONAL MANAGER NURSING: SPECIALITY NURSING STREAM PN-B3 (HIGH CARE ADULT). REF: OPMAN (SPEC NURS) CRITICAL CARE/1/2017**
- SALARY** : R499 953 per annum plus 13<sup>th</sup> cheque, Housing Allowance: Employee must meet prescribed requirements. Medical Aid: optional
- CENTRE** : Inkosi Albert Luthuli Central Hospital (Ialch)
- REQUIREMENTS** : Degree/Diploma in General Nursing (R425 qualification or equivalent) plus 1 year post basic qualification (R212) as required above. Current registration with SANC as General Nurse and Midwife and in required field as indicated above. A minimum of 9 years appropriate recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing is required. At least 5 years of this period must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post- basic qualification in the Critical Care/ICU speciality. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations; displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs and expectations. Demonstrate ability to provide support and guidance within the unit. Basic understanding of HR and Financial policies and practices. Demonstrate working knowledge of the hospital information system to enhance quality in the service delivery Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.
- DUTIES** : Work as part of a multi- disciplinary team to ensure good nursing care. Ensure cost -effective, equitable and efficient high quality patient care. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the legislative framework and National Core Standards. Perform duties within the ambits of legal framework as required. Ensure compliance to professional and ethical practice. Work effectively and amicably at supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Perform duties as delegated by the supervisor and relief duties of the assistant nurse manager's office as requested.
- ENQUIRIES** : Miss NO Mkhize (031) 240 1063
- APPLICATIONS** : 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** : 29 December 2017
- POST 50/312** : **OPERATIONAL MANAGER NURSING: GENERAL STREAM (RADIOLOGY DEPARTMENT) REF: OPMAN (GEN NURS) RADIOL/1/2017**
- SALARY** : Operational Manager Nursing Grade 1: R394 665 per annum plus 13th Cheque, Housing Allowance: employee to meet prescribed requirements and Medical Aid: Optional
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Degree / Diploma in General Nursing (R425 qualification or equivalent) .Current registration with SANC as General Nurse and Midwife. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General nursing is required. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the

writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patients' needs, requirements and expectations. . Demonstrate ability to provide support and guidance within the unit. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate working knowledge of the hospital information system to enhance quality in service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.

**DUTIES** : Work as part of a multi disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. .Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the legislative framework and national Core Standards. Perform duties within the ambits of the legal framework as required. Ensure compliance to professional and ethical practice. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Perform duties as delegated by the supervisor and relief duties of the assistant nurse manager's office as requested.

**ENQUIRIES** : Miss NO Mkhize Tel No. 031-240 1063

**APPLICATIONS** : 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

**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](http://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** : 29 December 2017

**POST 50/313** : **PROFESSIONAL NURSE: (SPECIALITY – OPHTHALMOLOGY)**

**SALARY** : R340 431. - R394 665. Per annum  
Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee Must meet prescribed requirements), Medical Aid (Optional)

**CENTRE** : GJ Crookes Hospital

**REQUIREMENTS** : Senior Certificate /Grade 12. Degree /Diploma in General nursing and Midwifery, Registration with SANC as a General Nurse and Midwife, Post Basic Qualification in Ophthalmic Nursing Science registered with SANC, Current SANC registration (2017 Receipt), Certificate of Service endorsed by HR Department must be attached. Knowledge: Knowledge Of Nursing Processes and Procedures, Knowledge of nursing statutes and other relevant legislative frameworks, Knowledge of Health care service delivery prescripts, Knowledge of disciplinary processes, the ability to function well with a team. Sound communication, interpersonal, counselling and time management skills, Understanding of Human Resource needs and developments

**DUTIES** : Co-ordination of optimal, holistic specialized Nursing care provided within the standards and professional / legal framework. Ensure promotion of Vision 20/20. Deal with disciplinary issues, grievances and other Labour issues including. Monitoring and managing absenteeism. Manage the utilization of all resources efficiently and effectively. Participate in the analysis, formulation and implementation of policies, practices and procedures. Establish and

maintain constructive working relationship with Nursing and other Stakeholders. Ensure that a healthy and safe environment is maintained. Monitor and control the quality of patient care. Co-ordinate the implementation of National Core Standards. Support and mentor student nurses. Management of ophthalmic patients. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, National Core Standards, Occupational Health and Safety Act and all other applicable prescripts. Manage / prevention and control of infection in the unit Participate in staff development using EPMDS system and other work related programs and training.

- ENQUIRIES** : MS PT Mkhize Tel. No: 039 978 7019  
**APPLICATIONS** : Should be posted to: The Acting Human Resource Manager, GJ Crookes Hospital, Private Bag X5501, Scottburgh, 4180  
**FOR ATTENTION** : Mr. JL Majola  
**NOTE** : Application for Employment Form (form Z83), which is obtainable at any Government Department or from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of educational qualifications – not copies of certified copies, curriculum vitae, certified copy of Identity Document, certified copy of driving licence. The reference number must be indicated in the column provided on the Z83. The appointment is subject to the positive outcome obtained from the NIA to the following checks: (security checks, Credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications received, applications will not be acknowledged, however, please be informed that if no notification of appointment is made within three months of the closing date applicants should accept that their application was unsuccessful.
- CLOSING DATE** : 29 December 2017 at 16h00

**DEPARTMENT OF TRANSPORT**

*The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer*

- APPLICATIONS** : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.
- CLOSING DATE** : 29 December 2017
- NOTE** : Applications must be submitted on the prescribed application form Z83 (which must be originally signed and dated) and must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications (including academic record / statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), identity document as well as valid driver's licence (where a driver's licence is a requirement). Applications lacking evidence of relevant experience will not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application. Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged and applicants who have not received an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive

on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the post(s).

#### **OTHER POST**

- POST 50/314** : **CHIEF PROVINCIAL INSPECTOR (11 POSTS)**  
 Kindly note that posts with reference no. P 37/2017 – P 46/2017 are a re-advertisement. Applicants who applied previously and still wish to be considered are at liberty to re-apply.
- SALARY CENTRE** : R417 552 per annum  
 : RTI Umdloti (1 Post) (Ref. P 37/2017)  
 : RTI Vryheid (1 Post) (Ref. P 38/2017)  
 : RTI Ulundi (1 Post) (Ref. P 39/2017)  
 : RTI Nongoma (1 Post) (Ref. P 40/2017)  
 : RTI Empangeni (1 Post) (Ref. P 41/2017)  
 : RTI Eshowe (1 Post) (Ref. P 42/2017)  
 : RTI Mtubatuba (1 Post) (Ref. P 43/2017)  
 : RTI Gingindlovu (1 Post) (Ref. P 44/2017)  
 : RTI Nquthu (1 Post) (Ref. P 45/2017)  
 : RTI Midway (1 Post) (Ref. P 46/2017)  
 : RTI Greytown (1 Post) (Ref. P 47/2017)
- REQUIREMENTS** : A relevant tertiary qualification (3-year Diploma/Degree in a Management/Law field – NQF 6); plus a Basic Traffic Officer’s Diploma; plus 3-5 years’ supervisory experience in a Traffic Law Enforcement field; plus 7-10 years’ working experience in Traffic Law Enforcement field; plus All valid relevant driving licenses (A and EC); plus Valid Peace Officer’s Certificate; plus No criminal record. Knowledge, Skills, Training and Competencies Required: Extensive knowledge of Traffic Management policies and regulations. Knowledge of relevant legislations and traffic management regulations. Knowledge of vehicle inspections / impoundment. Knowledge of driving skills. Records and resource management skills. Customer relationship management skills. Planning, organizing, leadership, controlling and monitoring skills. People Management skills. Service delivery, communication and decision-making skills. Results and quality management skills. Problem solving skills. Innovation/continuous improvement skills. Analytical skills. Computer literacy. Negotiation and initiative skills. Project management, mentoring and coaching skills.
- DUTIES** : Manage and enforce Road Traffic, Public Passenger, Transport Legislation and other relevant legislations: Develop operational strategies and ensure implementation of approved traffic law enforcement strategies. Ensure the free flow of traffic through point duty and traffic control at congested areas, coordinate activities and safeguard accident scenes. Plan and manage speed testing operations. Coordinate execution of arrests on traffic related matters, attend court proceedings and give evidence. Manage processes of issuing relevant notices to offenders. \*Manage traffic policing projects. Identify and advise relevant role-players on hazardous locations. Manage escorting of abnormal vehicles and loads to ensure the safe movement thereof. \*Manage monitoring of road sports and social events and coordinate overload control management (includes goods and passengers). Manage joint law enforcement activities and projects (co-operative governance): Participate in planning of joint enforcement strategies and projects. Manage the execution of joint law enforcement strategies and projects. Evaluate and report on strategies and projects. Manage resources and provide leadership and direction to all subordinates: Develop and maintain a monitoring system and ensure that balance is achieved with regard to Senior Provincial Inspectors (SPIs) and Provincial Inspectors (PIs) production, including statistics of production of SPIs and PIs. Implementation of innovations to improve working environment and conduct visitation to officers in the field. Assist with the updating of the environmental analysis to ensure that it is used as baseline for planning. Perform basic management functions (planning, organizing, leading and control). Conduct

planning, feedback, evaluation and information sharing meetings with subordinates. Assist with human resource issues at the station and coordinate staff quarterly performance appraisals. Identify and manage risks: Identify relevant risks. Develop plan to address risks. Implement and monitor plan. Evaluate progress. Manage the performance of all administrative activities and related duties: Ensure that motor vehicle fleet is managed properly. Monitor state of equipment and assist with proactive replacement planning including identifying and monitoring members' involved in accidents. Ensure effective loss control measures are in place to address loss of firearms and other related equipment and strive towards reducing the financial value of losses. Participate in budget planning and required by Centre Manager. Monitor monthly expenditure and inspection reports from the Province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings and share information with members regarding the centre's budget priorities.

**ENQUIRIES**  
**FOR ATTENTION**  
**NOTE**

- : Mr VK Chetty Tel: 033-355 8880/8071
- : Ms E Louwrens
- : It is the intention of this Department to consider equity targets when filling these positions. Short-listed candidates may be required to undergo a competency-based test. The Successful candidates will be required to enter into a Performance Agreement.