

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL  
DEPARTMENT OF ARTS AND CULTURE**

**APPLICATIONS** : Applications quoting the relevant reference should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or Physical address: 171 Boshoff Street, Pietermaritzburg, 3200.

**FOR ATTENTION** : Mrs NIS Mbhele

**CLOSING DATE** : 02 February 2018

**NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver's license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representativity in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo competency assessment as per DPSA directives.

**MANAGEMENT ECHELON**

**POST 02/55** : **CHIEF FINANCIAL OFFICER: FINANCIAL MANAGEMENT REF NO: DAC 14/18**

**SALARY** : All-inclusive package of R1 127 334.00 per annum (salary level 14) Salary Range: R1 127 334.00 – R 1 347 879.00 per annum

**CENTRE** : Head Office, Pietermaritzburg

**REQUIREMENTS** : An undergraduate relevant qualification [NQF7] in Financial Management/Auditing/Commerce, or equivalent qualification, coupled with a minimum of five [5] years relevant experience at SMS level. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Knowledge of Treasury Regulations, Risk management, Internal Auditing and Supply Chain Management policies. Knowledge of PFMA. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication skills (written and verbal). Valid code 8/EB driver's license.

**DUTIES** : Manage the development, implementation and maintenance of effective, efficient and sound financial management systems in the department. Manage the implementation and maintenance of effective internal control and compliance systems. Manage the provision of effective supply chain and asset management services. Ensure the development, reviewal, and implementation of financial management policies to ensure effective/optimal use of finances and accountability thereof. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

**ENQUIRIES** : Mr NP Chonco: Tel. [033] 264 3400

**POST 02/56** : **CHIEF DIRECTOR: CULTURAL AFFAIRS REF NO: DAC 15/18**

**SALARY** : All-inclusive package of R1 127 334.00 per annum (salary level 14) Salary Range: R1 127 334.00 – R 1 347 879.00 per annum

**CENTRE** : Head Office, Pietermaritzburg

**REQUIREMENTS** : An undergraduate relevant qualification [NQF7] in Fine Arts, Drama and Creative Arts, or equivalent qualification, coupled with a minimum of five [5] years in Arts and Culture/Language services environment at SMS level. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Knowledge of PFMA. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication skills (written and verbal). Valid code 8/EB driver's license.

**DUTIES** : Ensure the protection, development and promotion of arts within KZN province. Ensure that multi-cultural diversity and social cohesion is upheld and promoted within KZN province. Manage and ensure the development and promotion of multi-languages within the KZN Province. Ensure the development, reviewal, and implementation of Arts, Culture and Language services policies. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

**ENQUIRIES** : Mr NP Chonco: Tel. [033] 264 3400

**POST 02/57** : **DIRECTOR – INFRASTRUCTURE MANAGEMENT REF NO: DAC 16/18**

**SALARY** : All-inclusive package of R 947 174.00 per annum (Salary level 13)

**CENTRE** : Head Office, Pietermaritzburg

**REQUIREMENTS** : An undergraduate relevant qualification [NQF7] in built environment/related field, coupled with a minimum of five [5] years relevant experience at a MMS/SMS level. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Knowledge in built environment. Knowledge of PFMA. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication skills (written and verbal). Valid code 8/EB driver's license.

**DUTIES** : Ensure effective and efficient infrastructure planning and coordination. Manage the delivery of the departmental infrastructure projects. Monitor & ensure adherence of all infrastructure projects to industrial regulations e.g. construction board regulations. Manage the development and implementation of policies. Manage all resources allocated to the Directorate. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

**ENQUIRIES** : Ms LBP Gwala: Tel. [033] 264 3400

#### **OTHER POSTS**

**POST 02/58** : **SENIOR LEGAL ADMINISTRATION OFFICER – LEGAL SERVICES REF NO: DAC 17/18**

**SALARY** : All-inclusive package of R684 423.00 per annum [MR6]

**CENTRE** : Head Office, Pietermaritzburg

**REQUIREMENTS** : An appropriate four [4] year legal qualification, LLB or equivalent qualification plus a legislative drafting certificate, coupled with a minimum of eight [8] years in the legal profession, two [2] of which should be at a managerial level. Sound knowledge of applicable legislation, constitutional law, law of contracts, administrative law and interpretation of statutes. Professionalism, good work ethics, honesty, reliability and team work. Ability to work independently, yet function optimally as part of a dynamic. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB drivers license.

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| <b><u>DUTIES</u></b>        | : | Manage litigation cases affecting the Department. Implement the legislative drafting program emerging from the rationalization program. Provide general legal advice. Implement systems that promote legal compliance. Edit departmental policies. Draft departmental contracts. Manage and monitor departmental contracts in accordance with CMP [Contract Management Plan]. Manage all resources allocated to the Directorate. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).  |
| <b><u>ENQUIRIES</u></b>     | : | Adv. N Khamba –Ngunuza: Tel. [033] 264 3400   |
| <b><u>POST 02/59</u></b>    | : | <b><u>DEPUTY DIRECTOR (2 POSTS) – AMAJUBA DISTRICT REF NO: DAC 18/18.</u></b><br><b><u>DEPUTY DIRECTOR – ZULULAND DISTRICT REF NO: DAC 19/18</u></b>  |
| <b><u>SALARY CENTRE</u></b> | : | All-inclusive package of R779 295.00 per annum (Salary level 12)<br>Western Regional Office, Ladysmith<br>Northern Regional Office, Ulundi  |
| <b><u>REQUIREMENTS</u></b>  | : | An appropriate Bachelor's Degree or three [3] year tertiary qualification coupled with a minimum of five [5] years relevant experience, three [3] of which should be at a managerial level/ Assistant Director and a proven track record experience in Arts and Culture. Understanding of cultural affairs functions and programmes, library, archives and museum services. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Knowledge of PFMA. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication skills (written and verbal). Valid code 8/EB driver's license. |
| <b><u>DUTIES</u></b>        | : | Manage the implementation of developmental programmes for the creative industry (visual and performing) as well as business developmental programmes for artists. Manage the implement social cohesion programmes, moral regeneration, indigenous knowledge system and culture advancement programmes. Manage translation services and literature development programmes. Provide support to arts and culture structures. Manage the functioning and implementation of programmes in arts and culture, cultural organizations and cultural institutions. Manage all resources allocated within the District. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS)   |
| <b><u>ENQUIRIES</u></b>     | : | [Amajuba Districts] Dr NF Biyela: Tel. [036] 637 7978<br>[Northern Regional Office] Ms JPR Nxumalo: Tel. [035] 870 8447   |
| <b><u>POST 02/60</u></b>    | : | <b><u>DEPUTY DIRECTOR – RESEARCH &amp; DEVELOPMENT: CULTURE DEVELOPMENT REF NO: DAC 20/18</u></b>   |
| <b><u>SALARY CENTRE</u></b> | : | All-inclusive package of R657 558.00 per annum (Salary level 11)<br>Head Office, Pietermaritzburg   |
| <b><u>REQUIREMENTS</u></b>  | : | An appropriate honors degree [NQF8], coupled with a minimum of three – five [3-5] years relevant managerial experience in the public service. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Knowledge of PFMA. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication skills (written and verbal). Valid code 8/EB driver's license.   |
| <b><u>DUTIES</u></b>        | : | Manage research on the development of culture promotion and preservation programmes. Manage the development and dissemination of research findings/documentation. Facilitate the development and analysis of Culture Development policies. Coordinate workshops for Culture education programmes. Manage all resources allocated within the Component. Manage, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).   |
| <b><u>ENQUIRIES</u></b>     | : | Mr MM Nhlapo: Tel. [033] 341 3605   |
| <b><u>POST 02/61</u></b>    | : | <b><u>ASSISTANT DIRECTOR – RECORDS MANAGEMENT: ARCHIVES SERVICES REF NO: DAC 21/18</u></b>  |

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| <b><u>SALARY CENTRE</u></b>             | : | R334 545.00 per annum (Salary level 09)   |
|   | : | Western Regional Office, Ladysmith  |
|   | : | REQUIREMENT: An appropriate three (3) year relevant tertiary qualification, coupled with a minimum of three – five (3-5) years relevant experience. Knowledge of all relevant Archival prescripts. Good communication skills (written and verbal). Good interpersonal relations skills. Knowledge of legislation related to the Department and to the post. Knowledge of project management, planning and organizational skills. Willingness to travel and work outside normal work hours. Critical analysis and research skills. Presentation and facilitation skills. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.  |
| <b><u>DUTIES</u></b>                    | : | Monitor the development and implementation of records classification system and records management appraisal for approval. Monitor compliance to proper records management practices in governmental bodies and manage training. Provide professional support/advice to stakeholders and ensure promotion of archival services. Facilitate the development of records management procedure manuals and provide inputs to policies. Ensure preservation of non- public and public records. Manage all resources allocated within the Component. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).  |
| <b><u>ENQUIRIES</u></b>                 | : | Dr NF Biyela: Tel. [036] 637 7978.  |
| <b><u>POST 02/62</u></b>                | : | <b><u>OCCUPATIONAL HEALTH AND SAFETY OFFICER – OCCUPATIONAL HEALTH AND SAFETY DIVISION- HRM&amp;D REF NO. DAC 22/18</u></b>   |
| <b><u>SALARY CENTRE REQUIREMENT</u></b> | : | R334 545.00 (Salary level 09)   |
|   | : | Head Office, Pietermaritzburg   |
|   | : | An appropriate three (3) year relevant tertiary qualification, coupled with a minimum of three- five (3-5) years relevant experience. National Occupational Safety Association [NOSA] safety management certificate. Extensive knowledge of the Occupational Health and Safety Act and applicable Regulations, Knowledge of Environmental Protection Acts. Knowledge of Labour Relations Act, COID Act, Mechanical Procedures and Construction Regulations. Good communication skills (written and verbal). Good interpersonal relations skills. Knowledge of legislation related to the Department and to the post. Knowledge of project management, planning and organizational skills. Willingness to travel and work outside normal work hours. Critical analysis and research skills. Presentation and facilitation skills. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license. |
| <b><u>DUTIES</u></b>                    | : | Provide management with advice on OHS and legal compliance matters, Inspect facilities and ensure adherence to the Occupational Health and Safety Act and relevant regulations/policies. Conduct health and safety compliance surveys. Coordinate relevant Health and Safety training. Conduct investigations involving accidents and OHS matters. Advocate and manage occupational hygiene. Coordinate implementation of OHS programme within the Department.  |
| <b><u>ENQUIRES</u></b>                  | : | Mr NZ Hlongwa: Tel. [033] 341 3600  |
| <b><u>POST 02/63</u></b>                | : | <b><u>ASSISTANT DIRECTOR – CONDITIONS OF SERVICE AND REMUNERATION- HRM&amp;D REF NO. DAC 23/18</u></b>  |
| <b><u>SALARY CENTRE REQUIREMENT</u></b> | : | R334 545.00 per annum (Salary level 09)   |
|   | : | Head Office, Pietermaritzburg   |
|   | : | An appropriate three (3) year relevant tertiary qualification in Human Resources Management or related field, coupled with a minimum of three- five (3-5) years relevant experience, three [3] of which should be at a supervisory level. Good communication skills (written and verbal). Good interpersonal relations skills. Knowledge of legislation related to the Department and to the post. Knowledge of Basic Conditions of Employment Act. Knowledge of project management, planning and organizational. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB drivers license.   |
| <b><u>DUTIES</u></b>                    | : | Facilitate and control the administration and processing of conditions of service and employee benefits. Manage the efficient administration of all matters of employee remuneration related to conditions of service. Manage the employee exits [retirements and resignations] processes. Provide advice and guidance and input to policy. Manage resources allocated within the Section. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).  |

**ENQUIRES** : Mr BS Mbatha: Tel. [033] 341 3600

**POST 02/64** : **ASSISTANT DIRECTOR – EXPENDITURE CONTROL REF NO. DAC 24/18**

**SALARY** : R334 545.00 per annum (salary level 09)  
**CENTRE** : Head Office, Pietermaritzburg  
**REQUIREMENT** : An appropriate three [3] year relevant tertiary qualification in Commerce/Finance, coupled with a minimum of three – five [3 -5] years relevant experience, three [3] of which should be at a supervisory level. Knowledge of financial legislation such as PFMA, Treasury regulations and acts. Basic Accounting System [BAS] and PERSAL. Knowledge of practice notes. Good communication skills (written and verbal). Good office administration, planning and organizational skills Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.

**DUTIES** : Manage the Basic Accounting System [BAS] of the department. Ensure the administration of departmental payroll system. Monitor and control suspense accounts and exceptions. Ensure adherence to financial policies and prescripts. Ensure the administration of departmental payments. Manage all resources allocated within the Section. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System [EPMDS].

**ENQUIRIES** : Ms A Yeeranna: Tel. [033] 264 3400

**POST 02/65** : **ASSISTANT DIRECTOR – CENTRAL REFERENCE SERVICES REF NO DAC 25/18**

**SALARY** : R334 545.00 per annum (salary level 09)  
**CENTRE** : Head office, Pietermaritzburg  
**REQUIREMENT** : An appropriate three [3] year relevant tertiary qualification in Library and Information services, coupled with a minimum of three – five [3-5] years relevant experience in library environment. Knowledge of Brocade circulation system. Knowledge of library services policies and procedures. Knowledge of awareness of current publications and release. Advanced literacy skills. Knowledge of project management, planning and organizational skills. Computer Literacy (MS Word Excel, PowerPoint, etc). Valid code 8/EB driver's license.

**DUTIES** : Coordinate the provision of centralized reference service. Manage the provision of a centralized special and subject information request services. Manage collection development and maintenance of Central Reference Section. Manage the provision of an on-going information service professional support to libraries, directorate and depots. Manage all resources allocated within the Sub- Component. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

**ENQUIRIES** : Mr M Zuma [033] 341 3000

**POST 02/66** : **ASSISTANT DIRECTOR – CULTURE DIVERSITY, CULTURE DEVELOPMENT REF NO DAC 26/18**

**SALARY** : R334 545.00 per annum (salary level 09)  
**CENTRE** : Head office, Pietermaritzburg  
**REQUIREMENT** : An appropriate three [3] year relevant tertiary qualification in Social science/Arts/ Administration/ Policy Development, coupled with a minimum of three – five [3-5] years relevant experience in cultural diversity/management environment. Knowledge of wide range of procedures and processes i.e community development, community outreach, national skills development strategy, National youth development agency act. Knowledge of social cohesion and SA population policies. Knowledge of project management, planning and organizational skills. Computer Literacy (MS Word Excel, PowerPoint, etc). Valid code 8/EB driver's license.

**DUTIES** : Monitor and report on the implementation of policies /programmers of cultural diversity. Coordinate and support the promotion of cultural diversity, research. Provide support in the co- ordination and hosting of cultural / heritage events. Participate in the review and development of policies/ strategies and content development. Manage all resources allocated within the section. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

**ENQUIRIES** : Mr MM Nhlapo [033] 341 3605.

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| <b><u>POST 02/67</u></b>          | : | <b><u>PERSONAL ASSISTANT TO THE CHIEF DIRECTOR– CULTURAL AFFAIRS, HEAD OFFICE PIETERMARITZBURG REF NO: DAC27/18</u></b>  |
| <b><u>SALARY</u></b>              | : | R226 611.00 per annum (salary level 07) Salary Range: 226 611.00 - R266 943.00 per annum   |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Head Office, Pietermaritzburg<br>Standard 10 /Grade 12 Certificate plus secretariat diploma/ certificate, coupled with a minimum of three five [3 -5] years relevant experience. Good telephone etiquette. Sound organizational skills. Good interpersonal skills. High level of reliability and confidentiality. Basic knowledge of PFMA. Knowledge of the relevant legislation, policies, prescripts and procedures. Ability to do research and analyze documents and situations. Good communication (written and verbal) skills. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.         |
| <b><u>DUTIES</u></b>              | : | Provide secretarial/receptionist support services to the Chief Director. Provide support services to the Chief Director regarding meetings. Support the Chief Director with the administration of the budget, including the compilation of commitment registers. Organize the Chief Director's diary. Render general office management. Render registry services in office of the Chief Director. Acknowledge correspondence and type documents for the Chief Director. Study the relevant Public Service and Departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly. |
| <b><u>ENQUIRIES</u></b>           | : | Ms NIS Mbhele: Tel. [033] 341 3634   |

**DEPARTMENT OF HEALTH**

*This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.*

**OTHER POSTS**

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| <b><u>POST 02/68</u></b>             | : | <b><u>MEDICAL OFFICER GRADE 1&amp;2: REF NO: HRM01/2018-03 POSTS</u></b><br>Directorate: Department of Paediatrics  |
| <b><u>SALARY</u></b>                 | : | <b>Grade 1:</b> R 736 425.00 – R 793 341.00 per annum<br>Experience (Grade 1): None to less than 5 years actual experience as Medical Officer after registration with the HPCSA as an Independent practitioner.<br><b>Grade 2:</b> R 842 028.00 – R 920 703.00 per annum.<br>Experience (Grade 2): Minimum of 05 to less than 10 years actual experience as Medical Officer after registration with the HPCSA as an independent practitioner.<br>Other Benefits: committed overtime on application.   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | King Edward VIII Hospital (KEH)<br>Degree (MBCHB). Registration certificate with HPCSA as an Independent Medical Practitioner. Current registration with HPCSA as an Independent Medical Practitioner. Completion of internship and community service. Certificate of service endorsed by HR as a proof of experience. Knowledge, Skills, Training and Competencies required: Sound working knowledge of the Paediatrics to allow for accurate diagnosis and appropriate management of clinical problems with specific emphasis in the relevant functional field. Good communication and interpersonal skills. Knowledge of current Health Legislation and Policies at Public institutions. Ability to deal with all Paediatric cases.  |
| <b><u>DUTIES</u></b>                 | : | Key Performance Areas: appropriate diagnosis of patients, including the appropriate investigation tools. Appropriate selection of treatment modalities. Appropriate management and follow-up of patient. Provide afterhours care for paediatrics and neonates. Any other duties as assigned by Head of Department. Participate in the quality improvement programme in the department. The successful applicant will be required to perform after hour duties. To assist in compiling, collection and presentation of patient statistics. Render a cost effective medical care, incorporating clinical management and follow up. Maintain efficient records. To ensure that Batho Pele Principles are upheld. Give medical input into team management. Assist with supervision and support of interns and students in the department. Participate in the department academic programme. Involvement in outreach programs. |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Dr. KL Naidoo (031) 260 4350<br>Hand delivered applications should be posted in to the red box marked "applications" next to the ATM in the administration building OR posted to Human Resource Manager, King Edward VIII Hospital, Private Bag X02, Congella, 4013   |
| <b><u>CLOSING DATE</u></b>           | : | 26 January 2018   |

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| <b><u>NOTE</u></b>          | : | An application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website – <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Certified copies of Highest Educational Qualifications and Professional Registration certificates (not copies of certified copies). Updated Curriculum Vitae with certificates of service. Certified copy of Identity Document. Current paid up receipt with the registration body. The Reference Number must be indicated in the column provided on the form Z83, e.g. HRM 01/2018. Failure to comply with the above instructions will disqualify applicants. Please note that due to the large number of applications we envisage to receive, applications will not be acknowledged. However, all applicants will be advised of the outcome of their applications in due course. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship) verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company intellectual Property Commission (CIPC). (This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Please note that due to financial constrains no s&t claims will be considered for payments to candidates that are invited for the interview. |
| <b><u>POST 02/69</u></b>    | : | <b><u>MEDICAL OFFICER MENTAL HEALTH DEPARTMENT GRADE 1/2/3: REF: NDH 02/2018</u></b><br>Cluster: Mental Health Unit   |
| <b><u>SALARY</u></b>        | : | R736 425.00 - R977 199.00 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.  |
| <b><u>CENTRE</u></b>        | : | Northdale Hospital: Pietermaritzburg  |
| <b><u>REQUIREMENTS</u></b>  | : | Matric certificate / grade 12. MBCHB Degree or Equivalent qualification. Plus, Current Registration with the Health Professions Council of South Africa as a Medical Practitioner plus, Completion of Community Service. Recommendations: Prior experience in Mental Health (will be an added advantage).<br><b>Grade 1:</b> MBCHB degree or equivalent qualification plus, Current registration with Health Professions Council of SA as a Medical Practitioner<br><b>Grade 2:</b> 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.<br><b>Grade 3:</b> 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- Basic Medical including added Mental Health and Psychiatry knowledge. Current health and public service legislation, regulations and policy including the Mental Health care Act. Medical ethics, epidemiology and statistics  |
| <b><u>DUTIES</u></b>        | : | Key Performance Areas: - Participate in the provision of 24-hour in and outpatient clinical care of Mental Health care users at Northdale Hospital. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the supervision and support of medical officers, CSOs and interns in Mental Health. Admit, investigate and appropriately refer Mental Health care Users. Work in close collaboration with the department of Psychiatry at Townhill hospital. Support and work in close liaison with allied departments example Social workers and clinical psychologists at Northdale Hospital. Assist and participate in research activities. Ensure implementation of Mental Health and substance abuse prescripts. Limiting the course and effects of mental illness and disabilities. Monitoring and evaluation of quality of mental health services and development of quality improvement plan. Ensure that seventy-two (72) hours assessment and management processes are in place.   |
| <b><u>ENQUIRIES</u></b>     | : | Dr MAG Molla (033) 879 9009   |
| <b><u>APPLICATIONS</u></b>  | : | All applications should be forwarded to: Human Resources Department<br>Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200   |
| <b><u>FOR ATTENTION</u></b> | : | Dr Mag Molla  |

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| <b><u>CLOSING DATE</u></b>        | : | 26 January 2018  |
| <b><u>NOTE</u></b>                | : | 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. 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.   |
| <b><u>POST 02/70</u></b>          | : | <b><u>MEDICAL OFFICER PAEDIATRIC DEPARTMENT GRADE 1/2/3: REF: NDH 01/2018</u></b><br>Cluster: Paediatrics Unit   |
| <b><u>SALARY</u></b>              | : | R736 425.00 - R977 199.00 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.   |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Northdale Hospital: Pietermaritzburg<br>Matric certificate / grade 12, MBCHB Degree or Equivalent qualification Plus, Current Registration with the Health Professions Council of South Africa as a Medical Practitioner either in independent practice. This advert is to recruit medical officers for Paediatrics and Child Health starting between 1 January 2018 and 1 May 2018. The interview process will be used to identify all suitable applicants, who will then be appointed as posts arise to any of the hospitals that comprise the PMB Metropolitan Hospitals group. Clinical duties will include rotation in the PMB Metropolitan Hospitals. Recommendations: Diploma in Child Health (will be an added advantage). Prior experience in Paediatrics (will be an added advantage)<br><b>Grade 1:</b> Experience: 1 Year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa.<br><b>Grade 2:</b> 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.<br><b>Grade 3:</b> 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 whom it is not required to perform community service as required in South Africa. Knowledge, skills, training and competencies required: Basic medical knowledge, with paediatrics and child health focus. Current health and public service legislation, regulations and policy. Medical ethics, epidemiology and statistics |
| <b><u>DUTIES</u></b>              | : | Key Performance Areas: - (Will cover clinical skills, performance, training and supervision & support) Participate in the provision of 24-hour in- and outpatient clinical care within the Pietermaritzburg Metropolitan Hospitals Complex. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the supervision and support of medical officers, CSOs and interns in the Department. (For those with requisite experience – Grade 2 & 3). Participate in the departmental academic programme.   |



Assist with the administration of a component of the paediatric department in Pietermaritzburg. Support the departmental activities for the development and training of undergraduate, post graduate and vocational students. Assist and participate in research activities as defined within the department.

**ENQUIRIES** : Dr M Morgan 033 897 3264

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

**FOR ATTENTION** : Dr MAG Molla

**CLOSING DATE** : 26 January 2018

**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. 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.

**POST 02/71** : **MEDICAL OFFICER REF NO: NE 11/2017**  
Section: Paediatrics

**CENTRE** : Newcastle Regional Hospital

**SALARY** : **Medical Officer Grade 1:** Salary: R736 425.00 per annum (All-inclusive package). Appropriate qualification plus registration with HPCSA as a Medical Practitioner  
**Medical Officer Grade 2:** Salary: R842 028.00 per annum (All-inclusive package). Appropriate qualification plus five (5) years' experience after registration with HPCSA as a Medical Practitioner  
**Medical Officer Grade 3:** Salary: R977 199.00 per annum (All-inclusive package). Appropriate qualification plus ten (10) years' experience after registration with HPCSA as a Medical Practitioner Other benefits 18% In-hospital allowance (from basic salary). Commuted Overtime. Nature of package: The all-inclusive package consists of a 70% basic salary and 30% flexible portion that maybe structured in-terms of the applicable rules

**REQUIREMENTS** : Matric or equivalent PLUS. MBCHB degree PLUS. Registration certificate as a Medical Practitioner with HPCSA. Current registration with the HPCSA as a Medical Officer (2017/2018). Completion of Community Service Knowledge, Skills, Training and Competencies Required: Sound knowledge and skills associated with the practice of Paediatrics. Ability to diagnose and manage common medical problems including emergencies. Demonstrate the ability to work as part of a multidisciplinary team. Knowledge of current Health Legislation and policies at. Public institutions. Ability to work as a team. Good communication skills. Stress tolerance. Concerns of excellence, courtesy and interpersonal skills

**DUTIES** : Key Performance Areas: Provide holistic patient centered paediatric care. Perform clinical duties as per departmental requirements including after hours and weekend calls services. To attend all departmental training sessions and meetings. Assist with supervision and support interns in the department. Participate in the Department academic programme. Rotate through NICU, KMC, General Paediatrics ambulatory and inpatient care. Participate in morbidity and mortality audit reviews. Maintain accurate clinical record and appropriate health records.

**ENQUIRIES** : Dr. B.N Mahlaba – Specialist PAEDS Contact no: 034 328 0000

**APPLICATIONS** : CEO Newcastle Hospital Private Bag X 6653 Newcastle 2940

**FOR ATTENTION** : Human Resource Manager

**CLOSING DATE** : 26 January 2018.

**NOTE** : Directions to candidates: Application for employment – Z83, Certified copy of Identity document. Certified copy of Senior/Matric Certificate and Tertiary Qualification. Professional Registration certificate with the HPCSA. Updated Curriculum Vitae with traceable reference. Copy of certificate of current registration with HPCSA (2017/2018). Proof of Current and Previous experience of employment endorsed and stamped by Human Resource Department. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security agency (SSA) to the following checks (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). Please note that applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Newcastle Regional Hospital is an equal opportunity, affirmative action employer whose aim is to promote representativity in all occupational categories in the institution. Persons with disability are encouraged to apply. Please note that due to financial constraints no S&T payment will be considered for payments to candidates that are invited for interview.

**POST 02/72** : **OPERATIONAL MANAGER – SPECIALITY REF NO: NE 10/2017**  
Section: Paediatrics (Re-Advertisement)

**SALARY** : R499 953.00 per annum (all-inclusive package) other benefits: 13<sup>th</sup> cheque Homeowners' allowance: Employee must meet prescribed requirements. Medical Aid (Optional) 8% In-hospitable allowance (from basic salary)

**CENTRE REQUIREMENT** : Newcastle Regional Hospital  
: Matric or equivalent, Diploma / Degree in General Nursing PLUS Midwifery, Proof of current SANC receipt (2018), Registration with the South African Nursing Council as a General Nurse and Midwifery. Child Nursing Care Science Diploma, A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Child Nursing Science, certificate of service endorsed by human resource department. Knowledge, Skills, Training and Competencies Required: Good verbal and written communication and report writing skills, Leadership, organizational, decision making and problems solving skills, Knowledge of legal framework and prescripts within the Department of Health, Conflict management and negotiation skills, Knowledge of code of conduct and Labour Relations procedures / processes, Knowledge of Batho Pele principles and Patients' Rights Charter.

**DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards and professional/ legal framework. Provide therapeutic environment for staff, patients and the public. Provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient, based on scientific principles. Provide direct and indirect supervision of all nursing staff/ housekeeping staff and to give guidance. Ensure continuity of patient care on all levels i.e. workbook, handover rounds. Liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinate. Manage effectively the utilization and supervision of resources. Coordination of the provision of effective training and research. Complete patient related data. Provision of effective support to nursing services and assist with relief duties of the supervisors. Maintain professional growth/ethical standards and self-development.

**ENQUIRIES** : Ms. M.D. Ndumo - Dep. Nursing Manager 034 3280000

**APPLICATIONS FOR ATTENTION** : C.E.O Newcastle Hospital, Private Bag 6653, Newcastle 2940

**CLOSING DATE** : Human Resource

**NOTE** : 22 January 2018

: The following to be submitted: application for employment – Z83, certified copy of Identity document, certified copy of school certificate and tertiary qualification, registration certificates with the SANC as Professional Nurse. Midwife and Child Nursing Science, Verification of current and previous experience of employment endorsed and stamped by Human Resource Department, certified copy of current registration with the SANC 2018, updated curriculum vitae. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject

to positive outcomes obtained from the State Security Agency (SSA) to the following checks (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). Please note that application will not be acknowledge. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within two 2 months after the closing date of advertisement, please accept that your application was unsuccessful. Newcastle Regional Hospital is an equal opportunity, affirmative action employer whose aim is to promote respresentativity in all occupational categories in the institution. Persons with disability are encouraged to apply. Please note that due to financial constraints no S&T payment will be considered for payments to candidates that are invited for interview.