

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL  
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

- APPLICATIONS** : Applications must be submitted/ posted or hand delivered to the attention of the Head of Department as follows: Cedara: Head Office (Ced) Private Bag X 9059 Pietermaritzburg 3201.  
North Service Centre (NSC) Private Bag X 1048 Richards Bay 3900.  
South Service Centre (SSC) Private Bag X 6005 Hilton 3245.
- CLOSING DATE** : 26 March 2018 .
- NOTE** : Applications must be submitted on the prescribed form Z83 obtainable from any Public Service Department and a comprehensive CV must accompany all applications with at least two referees. Certified copies (Not copies of certified copies) of all educational qualifications including Matric Certificate and supporting documents (Identity documents, Drivers Licence etc.) must also be submitted with your application. Applications must be submitted on or before the closing date. Note: All applications must quote the correct reference and post numbers and if more than one post is being applied for, separate applications are required. It will be required of the successful candidate to undergo an appropriate security clearance. Applicants must please note that they will be required to show proof of original qualifications during selection process. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short listed candidates must be prepared to undergo competency assessment. Applications will not be acknowledged, due to the large volume of applications received, and should you not receive a response within 60 days, kindly consider your application unsuccessful. The Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of representative. "The Department supports people with disabilities" The Department of Agriculture and Rural Development reserves the right not to fill any advertised post. NB: Late, faxed or e-mailed applications will not be accepted. Failure to comply with the above instructions will result in immediate disqualification.

**MANAGEMENT ECHELON**

- POST 10/102** : **DIRECTOR: ENGINEERING SERVICES – RE-ADVERTISEMENT: REF NO: CED01/2018**
- SALARY** : R948 174 per annum. An all-inclusive salary package (level 13) is payable to the successful candidate subject to the signing of a mutually agreed performance agreement. The successful candidate will be subjected to security clearance and is required to disclose all financial interest.
- REQUIREMENTS** : A BSc. Degree or a B- Tech in Engineering (NQF Level 7) and a valid Driver's License. Experience: 5 years Middle Management (MMS) experience in engineering environment. Knowledge: Sound knowledge of RSA Constitution, PFMA, Treasury Regulations, LRA, OHS Act, Environmental Conservation Act, National Environmental Management Act, Engineering Professions Act, EPMDS, SANS 1200, the Standardized Specifications for Civil Engineering Construction, Agricultural Policy Action Plan, Provincial Growth and Development Plan, Project Management Principles and NDP. Skills: Excellent communication, (written and verbal), innovative, good interpersonal relations, policy analysis and development skills and report writing.
- DUTIES** : Manage specialised agricultural engineering services, manage design of soil conservation structures and oversee the development of engineering norms and standards. Coordinate professional development and compliance, oversee professional and registration of Candidate engineers with ECSA and coordinate adherence to occupational Health and safety standards by project implementations. Coordinate District support services, disseminate norms, standards, design and other technicality control. Manage soil conservation, the

- development and implementation of policies and manage the resources of the directorate.
- ENQUIRIES** : Mr MM Sifundza 033 355 112
- POST 10/103** : **STATE VETERINARIAN (2 POSTS) - RE-ADVERTISEMENT REF: NSC01/2018**
- SALARY CENTRE** : R657 558 per annum (All-Inclusive Mms Package) Level11  
King Cetshwayo (X1),  
Umkhanyakude (X1)
- REQUIREMENTS** : A BVSc or equivalent qualification recognized by the South African Veterinary Council plus registration with the South African Veterinary Council (SAVC) and valid driver's license. Experience: 1-2 years post qualification experience: Knowledge: Sound knowledge of; Animal Disease Act, Meat Safety Act, Fertilize, Farm Feeds and Related Substance Control Act, 36 of 1947, Agricultural remedies and Stock Remedies Act, 1947 (Act 36 of 1947) Public Finance Management Act, Labour Relations Act as well as the principles of Batho Pele and Transformation. Skills: Computer literacy, research, statistics, Interpersonal relations, communication (written / verbal), change management, ability to work under pressure, report writing, time and people management.
- DUTIES** : Develop, analyze and audit policies, norms, standards and legislation for veterinary services. Render veterinary services through the implementation of the relevant legislation; management of teams in your component. Perform administrative and related functions e.g. disease reporting. To assist in the provision of training, development and awareness programs (extension and outreach services) to communities with regards to Veterinary Services. Keep abreast of National and international trends with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective veterinary service.
- ENQUIRIES** : Dr D.I. Mtshali 033 343 8024
- POSTS 10/104** : **ANIMAL HEALTH TECHNICIAN (02 POSTS) - RE-ADVERTISEMENT REF NO: SSC01/2018**
- SALARY CENTRE** : R281 418 per annum Level 8  
Ilembe District X1,  
Uthukela District X1
- REQUIREMENTS** : National Diploma in Animal Health or equivalent qualification plus proof of registration with South African Veterinary Council. A valid Driver's Licence Knowledge of Animal Disease Act, Meat Safety Act, Fertilize, Farm Feeds and Related Substance Control Act, 36 of 1947, Medicine and Related Substance Control Act, Animal Identification Act, 6 of 2002, Veterinary and Para –Veterinary Professions Act, 1962, Livestock Improvement Act, 2 of 1997, Animal Protection Act, 71 of 1961. Skills: Interpersonal relations, Computer literacy, communication (written / verbal),
- DUTIES** : Implement disease control measures; administer vaccinations for animal diseases, collect specimens, examine and dispatch samples, conduct inspections of livestock for the presence of noticeable diseases. Render a support service to the State Veterinarian with regards to animal diseases control, reproduction and production advancement, sample collection and law enforcement; assist in obtaining and processing epidemiology and other data and collect samples for analysis by the State Veterinarian and laboratory. Assist in the provision of extension services on animal health to animal owners; determine need for farmers through liaison with them. Perform all administrative and related functions; develop and implement database, compile reports, provide inputs and proposals.
- ENQUIRIES** : Dr D.I. Mtshali 033 343 8024
- DEPARTMENT OF ARTS AND CULTURE**
- APPLICATIONS** : Application 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** : 23 March 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.

**OTHER POSTS**

**POST 10/105** : **EDUCATION, TRAINING AND DEVELOPMENT PRACTITIONER – TRAINING AND CAPACITY DEVELOPMENT HRM&D REF NO.DAC32/18**

**SALARY** : R281 418 - R331 497. per annum (Level 08)  
**CENTRE** : Head Office, Pietermaritzburg  
**REQUIREMENTS** : An appropriate three (3) year tertiary qualification in Human Resources Management or Public Management, coupled with a minimum of two [2] years relevant experience. Knowledge of NQF Act, Understanding of Skills Development Act, Public Service Act and Skills Development Levies Act. Presentation and analytic skills. Problem solving skills. Good office administration, planning and organizational skills. Project Management skills, Willingness to travel and work outside normal working hours. Good communication [written & verbal] skills. Computer literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.

**DUTIES** : Co-ordinate the development, monitoring and evaluation of HRD Strategy/ Policies. Conduct skills research to determine training needs and facilitate Workplace Skills Plan implementation and reporting. Co-ordinate skills programmes and compilation of reports. Conduct training. Advise stakeholders including management, on the implementation of the Workplace Skills Plan, and draft the Annual Training Report.

**ENQUIRIES** : Mr N Hlongwa: Tel. [033] 341 3600

**POST 10/106** : **GRAPHIC AND VISUAL ARTIST – ARTS STUDIO AND PHOTOGRAPHY REF NO. DAC33/18**

**SALARY** : R281 418. - R331 497. per annum (Level 08)  
**CENTRE** : Head Office, Pietermaritzburg  
**REQUIREMENT** : An appropriate three (3) year tertiary qualification in Fine Arts/ Graphic Design or relevant qualification, coupled with a minimum of two [2] year relevant experience. Knowledge of exhibition techniques and tools. Stylistic and decorative knowledge. Sound interpersonal relations skills. Knowledge of presentation, problem solving,

	:	project management and policy formulation/analysis. Knowledge of conservation methods and Arts History. Good office administration, planning and organizational skills. Excellent communication [written & verbal] skills. Computer literacy (Graphic design software, MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.
<b><u>DUTIES</u></b>	:	Plan and design Museum exhibitions. Conceptualize and produce graphic designs. Create and design displays enhancement props. Provide advice and technical support to affiliated Museum.
<b><u>ENQUIRIES</u></b>	:	Mrs N Zondi: Tel. [033] 341 9921/04
<b><u>POST 10/107</u></b>	:	<b><u>MUSEUM LIAISON OFFICER – MARKETING AND OUTREACH PROGRAMMES REF NO. DAC34/18</u></b>
<b><u>SALARY CENTRE REQUIREMENT</u></b>	:	R226 611. - R266 943. per annum (Level 07) Head Office, Pietermaritzburg An appropriate three (3) year tertiary qualification in Anthropology/ History/ Cultural studies/ Communication or equivalent qualification, coupled with a minimum of one [1] year relevant experience. Proficiency in English and Zulu languages. Knowledge of research. Good interpersonal relations. Liaison and networking skills. Ability to work under pressure. Knowledge of Government relevant prescripts. Good communication [written & verbal] skills. Good office administration, planning and organizational skills. Computer literacy [Ms Word, Excel, PowerPoint, etc]. Valid code 8/EB driver's license.
<b><u>DUTIES</u></b>	:	Conduct Museum outreach programmes. Provide marketing services for the Museum. Conduct training for Museum. Provide statistics and data management services for internal and external stakeholders. Develop advice regarding policies of the unit.
<b><u>ENQUIRIES</u></b>	:	Mr T Mhlakane- Mafereka: Tel. [033] 341 9914/04
<b><u>POST 10/108</u></b>	:	<b><u>HUMAN RESOURCE CLERK SUPERVISOR – EPMDS REF NO. DAC36/18</u></b>
<b><u>SALARY CENTRE REQUIREMENT</u></b>	:	R226 611. - R266 943. per annum (Level 07) Head office, Pietermaritzburg Standard 10/ Grade 12 certificate, coupled with a minimum of three (3) years relevant experience. Good understanding of Public Service legislative framework applicable to government, including systems and procedures Good communication (written and verbal) skills. Good office administration, planning and organizational skills. Knowledge of PERSAL system. Computer literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.
<b><u>DUTIES</u></b>	:	Facilitate the administration of the Performance Management Development System (EPMDS). Provide advice and guidance to officials in the Department in respect of Employee Performance Management Development System. Administer letters of outcome in respect of EPMDS appraisals to all officials within the Department. Conduct EPMDS Workshops. Compile Statistics and reports.
<b><u>ENQUIRIES</u></b>	:	Mr NZ Hlongwa: Tel. [033] 341 3600
<b><u>POST 10/109</u></b>	:	<b><u>LIBRARIAN – CENTRAL REFERENCE LIBRARY SERVICE REF NO. DAC37/18</u></b>
<b><u>SALARY CENTRE REQUIREMENT</u></b>	:	R226 611. - R266 943. per annum (Level 07) Head Office, Pietermaritzburg An appropriate three (3) year tertiary qualification in Library and Information Science, coupled with a minimum of two (2) years relevant library experience. Knowledge of automated library and information retrieval systems 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 subject and reference information as requested by Public library users. Develop specialized collections in order to respond to requests for information. Conduct literature search on a wide range of subject fields. Compile and maintain subject information files. Select special loan material for affiliated library needs.
<b><u>ENQUIRIES</u></b>	:	Ms N Zokwe: Tel. [033] 345 2226

<b><u>POST 10/110</u></b>	:	<b><u>LIBRARIAN – PINETOWN DEPOT EASTERN REGIONAL OFFICE REF DAC38/18</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R226 611. - R266 943. per annum (Level 07) Eastern Regional Office, Pinetown An appropriate three [3] year tertiary qualification in Library and Information Science, coupled with a minimum of two [2] years library experience. Sound knowledge of public library administrative procedures. Good office administration, planning and organizational skills. 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>	:	Co- ordinate regional library material exchanges with affiliated Public Libraries. Assist in the administration of the Depot. Maintain and develop the Depot's library material collection. Train affiliated librarians in required procedures. Provide ongoing professional support and guidance to affiliated libraries. Monitor user's needs. Visit libraries.
<b><u>ENQUIRIES</u></b>	:	Ms P Sidlova: Tel. [031] 701 3237
<b><u>POST 10/111</u></b>	:	<b><u>LIBRARIAN PROMOTIONS – MIDLADS DEPOT SOUTHERN REGIONAL OFFICE REF DAC39/18</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R226 611.- R266 943. per annum (Level 07) Southern Regional Office, Pietermaritzburg An appropriate three [3] year tertiary qualification in Library and Information Science, coupled with a minimum of two [2] years library experience. Sound knowledge of Public Library administrative procedures. Knowledge of contemporary promotion procedures. Good office administration, planning and organizational skills. 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>	:	Plan, design and execute library promotion and reading awareness programs. Train Public Librarians on issues of Promotion and Awareness Programs. Assist in the design and distribute promotional material. Source articles for publication. Provide support on special projects.
<b><u>ENQUIRIES</u></b>	:	Ms N Zokwe: Tel. [033] 341 2226
<b><u>POST 10/112</u></b>	:	<b><u>LIBRARIAN – CATALOGUING REF NO. DAC40/18 (X 2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENT</u></b>	:	R226 611. - R266 943. per annum (Level 07) Head Office, Pietermaritzburg An appropriate three (3) year tertiary qualification in Library and Information Science, coupled with a minimum of two [2] years library experience. Knowledge of an integrated library management system, WorldCat and database cataloguing protocols. Good understanding of cataloguing tools. Good communication [written & verbal] skills. Computer literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.
<b><u>DUTIES</u></b>	:	Perform cataloguing and classification of library materials. Maintain the integrity of the catalogue. Provide professional guidance to community libraries. Liaise with stakeholders.
<b><u>ENQUIRIES</u></b>	:	Mrs G Padayachee: Tel. [033] 341 3000
<b><u>POST 10/113</u></b>	:	<b><u>ARCHIVIST– RECORDS MANAGEMENT REF NO. DAC41/18</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R226 611. - R266 943. per annum (Level 07) Northern Regional office, Ulundi An appropriate three (3) year relevant tertiary qualification with majors in History, Political Science or Public Administration, Anthropology or Heritage Studies, coupled with a minimum of one-two (1-2) years relevant experience in the Archives or related fields. Knowledge of the Archives Act and relevant Legislation. Good communication (verbal and written) skills. Good interpersonal relations skills. Computer literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.

<b><u>DUTIES</u></b>	:	Design, evaluate, implement, and maintain records classification system. Provide records management training. Conduct appraisal of records for disposal purpose. Conduct inspection to ensure compliance with proper records management practices. Provide professional support and advice to stakeholders. Collect, arrange and preserve non- public and public records. Promote and market archival functions and services.
<b><u>ENQUIRIES</u></b>	:	Mrs PP Mwandla: Tel. [035] 879 8500
<b><u>POST 10/114</u></b>	:	<b><u>ARCHIVIST – REPOSITORY MANAGEMENT ARCHIVES REF NO. DAC42/18</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R226 611. - R266 943. per annum (Level 07) Northern Regional Office, Ulundi An appropriate three (3) year relevant tertiary qualification with majors in History, Political Science or Public Administration, Anthropology or Heritage Studies, coupled with a minimum of one –two (1- 2) years relevant experience in the Archives or related fields. Knowledge of the Archives Act and relevant Legislation. Good communication (verbal and written) skills. Good interpersonal relations skills. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.
<b><u>DUTIES</u></b>	:	Provide reading Room services. Process written and telephonic enquiries. Undertake the arrangement and description of Archavalia. Conduct awareness programmes. Preserve Archavalia.
<b><u>ENQUIRIES</u></b>	:	Mrs PP Mwandla: Tel. [035] 879 8500
<b><u>POST 10/115</u></b>	:	<b><u>PERSONAL ASSISTANT TO THE DIRECTOR – ARTS DEVELOPMENT, HEAD OFFICE, PIETERMARITZBURG REF NO: DAC43/18</u></b> <b><u>PERSONAL ASSISTANT TO THE DIRECTOR – LEGAL SERVICES, HEAD OFFICE, PIETERMARITZBURG REF NO: DAC44/18</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R226 611. - R266 943. per annum (Level 07) Head Office, Pietermaritzburg Standard 10/Grade 12 certificate plus secretariat diploma/certificate or equivalent qualification, coupled with a minimum of three – five [3 -5] years relevant experience in rendering support service to senior management. 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 Director. Provide support services to the Director regarding meetings. Support the Director with the administration of the budget, including the compilation of commitment registers. Organize the Director's diary. Render general office management. Render registry services in office of the Director. Acknowledge correspondence and type documents for the 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>	:	Arts Development- Mr MJ Moloi: Tel. [033] 341 3600. Legal Services – Adv. Khamba- Ngunuza: Tel. [033] 341 3600
<b><u>POST 10/116</u></b>	:	<b><u>ADMINISTRATON CLERK SUPERVISOR - INFRASTRUCTURE REF NO. DAC45/18</u></b> <b><u>ADMINISTRATON CLERK SUPERVISOR - SUPPORT SERVICES EASTERN REGIONAL OFFICE REF NO: DAC46/18</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R226 611. - R266 943. per annum (Level 07) Head Office, Pietermaritzburg Eastern Regional office, EThekweni, Durban Standard 10/Grade 12 certificate or equivalent certificate, coupled with a minimum of three- five [3 - 5] years relevant experience. Good interpersonal relations skills. Ability to work under pressure. Knowledge of the Government

		relevant prescripts. Good communication [written & verbal] skills. Good office administration, planning and organizational skills. Computer literacy [Ms Word, Excel, PowerPoint, etc]. Valid code 8 /EB driver's license.
<b><u>DUTIES</u></b>	:	Provide effective and efficient office management to the Directorate, which includes systems in receiving and distributing of correspondence. Render effective administration support for the Directorate which includes HR, Finance and Transport etc. Render effective and efficient records management within the Directorate. Provide support with regard to all logistics requirements within the Directorate. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).
<b><u>ENQUIRIES</u></b>	:	Infrastructure Management - Ms. LBP Gwala: Tel. [033] 264 3400 Eastern Regional Office – Mr M Mtshali: Tel. [031] 327 2300
<b><u>POST 10/117</u></b>	:	<b><u>CULTURAL OFFICER: COMMUNITY CULTURE- ALL ARTS REF DAC47/18</u></b>
<b><u>SALARY</u></b>	:	R226 611. - R266 943. per annum (Level 07)
<b><u>CENTRE</u></b>	:	eThekweni North District
<b><u>REQUIREMENTS</u></b>	:	An appropriate three (3) year tertiary qualification in Fine Arts, Arts and Drama, Creative Arts, or equivalent qualification, coupled with a minimum of three –five [3-5] years relevant experience. Research and Analytical skills. Negotiation/ Consultation and Presentation skills. Excellent communication (written and verbal) skills. Computer literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.
<b><u>DUTIES</u></b>	:	Implement the developmental programmes for the creative industry (visual and performing) as well as business developmental programmes for artists. Undertake the implementation social cohesion programmes, moral regeneration, indigenous knowledge system and culture advancement programmes. Support all arts and culture structures. Undertake the implementation of programmes in arts and culture organizations and cultural institutions. Provide expertise and support to the arts and culture community and to align activities with Operation Sukuma Sakhe [OSS]
<b><u>ENQUIRIES</u></b>	:	Mr M Mtshali: Tel [031] 334 2300
<b><u>POST 10/118</u></b>	:	<b><u>CYBERCADET – NDUMO LIBRARY NORTHERN REGIONAL OFFICE REF NO. DAC48/18</u></b>
<b><u>SALARY</u></b>	:	R152 862 - R180 063. per annum (Level 5)
<b><u>CENTRE</u></b>	:	Northern Regional Office, Ndumo Library
<b><u>REQUIREMENTS</u></b>	:	Standard 10/ Grade 12 certificate or equivalent certificate plus Comp Tia Accredited A+, coupled with a minimum of six [6] months relevant experience. 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 advice to Library users on the use of the Information and Communication Technology [ICT]. Conduct ICT training for public library users and ensure that ICT hardware, software and network connectivity are maintained. Ensure adherence to ICT policies and guidance. Provide support to the Librarians on the usage of ICT.
<b><u>ENQUIRIES</u></b>	:	Ms Z Mdletshe: Tel. [035] 571 6202
<b><u>POST 10/119</u></b>	:	<b><u>ADMINISTRATION CLERK – UMGUNGUNDLOVU DISTRICT REF NO. DAC49/18</u></b> <b><u>ADMINISTRATION CLERK- INFRASTRUCTURE MANAGEMENT SERVICES REF NO. DAC50/18</u></b> <b><u>ADMINISTRATION CLERK- HARRY GWALA DISTRICT REF NO.DAC51/18</u></b>
<b><u>SALARY</u></b>	:	R152 862. - R180 063. per annum (Level 5)
<b><u>CENTRE</u></b>	:	Southern Regional Office, Pietermaritzburg Head Office, Pietermaritzburg Southern Regional Office, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	Standard 10/ Grade 12 certificate or equivalent certificate, coupled with a minimum of one [1] year relevant experience or as an intern. Numeracy and literacy skills.

		Good interpersonal relations. Ability to work under pressure and handle conflict situations. Good communication (written and verbal) skills. Computer literacy (MS Word, Excel, PowerPoint, etc).
<b><u>DUTIES</u></b>	:	Render general clerical and records management support services. Provide supply chain management clerical support services within the component. Coordinate a personnel administration support services within the component. Provide financial administration support services within the component.
<b><u>ENQUIRIES</u></b>	:	UMgungundlovu District: Mr NQM Ndlovu Tel. [033] 341 3615. Infrastructure Management – Ms LBP Gwala: Tel. [033] 264 3400. Harry Gwala District: Mr SR Khumalo Tel. [033] 341 3615
<b><u>POST 10/120</u></b>	:	<b><u>ADMINISTRATION ASSISTANT – BULWER ARTS CENTER REF NO. DAC52/18</u></b>
<b><u>SALARY</u></b>	:	R152 862.- R180 063. per annum ( Level 5)
<b><u>CENTRE</u></b>	:	Bulwer, Pietermaritzburg
<b><u>REQUIREMENT</u></b>	:	Standard 10/ Grade 12 certificate or equivalent certificate, coupled with a minimum of one [1] year relevant experience or as an intern. Numeracy and literacy skills. Good interpersonal relations. Ability to work under pressure and handle conflict situations. Good communication (written and verbal) skills. Computer literacy (MS Word, Excel, PowerPoint, etc).
<b><u>DUTIES</u></b>	:	Render effective administration services in the Arts Center. Undertake the coordination of the human resources support function in the Arts Centre. Render registry and auxiliary support services. Render reception services in the Arts Centre.
<b><u>ENQUIRIES</u></b>	:	Mr SE Sibisi: Tel. [033] 341 3000
<b><u>POST 10/121</u></b>	:	<b><u>ADMINISTRATION CLERK– ASSET MANAGEMENT REF NO. DAC54/18</u></b>
<b><u>SALARY</u></b>	:	R152 862 - R180 063. per annum (level 5)
<b><u>CENTRE</u></b>	:	Head Office, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	Standard 10/ Grade 12 certificate or equivalent certificate, coupled with a minimum of one [1] year relevant experience or as an intern. Basic knowledge of HARDCAT, BAS and relevant prescripts. Possession of basic accounting skills. Good communication (written and verbal) skills.
<b><u>DUTIES</u></b>	:	Capture invoices and asset details on HARDCAT system including tagging of new assets. Maintain fixed and moveable asset register. Conduct physical verification of assets and investigate discrepancies as required by Treasury. Interact with the Loss Control Section regarding losses and effect balance adjustment on finalized cases. Provide information for reporting purposes to Management and Treasury.
<b><u>ENQUIRIES</u></b>	:	Mr GB Ngcobo [033] 264 3400
<b><u>POST 10/122</u></b>	:	<b><u>LIBRARY ASSISTANT – PROCESSING DIVISION REF NO.DAC55/18</u></b>
<b><u>SALARY</u></b>	:	R127 851. - R150 606. per annum (Level 4)
<b><u>CENTRE</u></b>	:	Head Office, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	Standard 10/ Grade 12 certificate or equivalent certificate, coupled with a minimum of one [1] year relevant experience or as an intern. Possession of basic accounting skills, Numeracy and literacy skills. Good communication (written and verbal) skills. Computer literacy (MS Word, Excel, PowerPoint, etc).
<b><u>DUTIES</u></b>	:	Receive books and prepare for labels. Process circulation barcodes for printing on the system. Receive copies and invoices. Process invoices on SLIMS system. Prepare invoices for payment.
<b><u>ENQUIRIES</u></b>	:	Mr PT Zikode [033] 341 3000
<b><u>POST 10/123</u></b>	:	<b><u>LIBRARY ASSISTANT – LIBRARY COORDINATION AND PROMOTION: MIDLANDS DEPOT REF NO. DAC56/18</u></b> <b><u>LIBRARY ASSISTANT – LIBRARY COORDINATION AND PROMOTION: DUNDEE DEPOT REF NO. DAC57/18</u></b>
<b><u>SALARY</u></b>	:	R127 851. - R150 606. per annum (Level 4)
<b><u>CENTRE</u></b>	:	Southern Regional Office, Pietermaritzburg



<b><u>REQUIREMENTS</u></b>	:	Western Regional Office, Ladysmith Standard 10/Grade 12 certificate or equivalent certificate, coupled with a minimum of one (1) year relevant experience, preferably in a library or book environment. Knowledge of computerized library system. Good communication [verbal and written] skills. Computer literacy (MS Word, Excel, PowerPoint, etc.)
<b><u>DUTIES</u></b>	:	Administer the library material exchange system. Maintain the library Depot collection and environment. Receive library material from Preparation Section. Assist in maintaining collection and environment in affiliated libraries. Generate reports as prescribed.
<b><u>ENQUIRIES</u></b>	:	Midlands Depot- Ms N Zokwe: Tel. [033] 345 2226. Dundee Depot- Ms GC Mtshali: Tel. [034] 212 2459
<b><u>POST 10/124</u></b>	:	<b><u>DRIVER/MESSENGER – LIBRARY SERVICES, NORTHERN REGIONAL OFFICE REF NO DAC58/18</u></b>
<b><u>SALARY</u></b>	:	R127 851. - R150 606. per annum (Level 4)
<b><u>CENTRE</u></b>	:	Northern Regional Office, Pinetown Depot
<b><u>REQUIREMENTS</u></b>	:	Standard 10/ Grade 12 certificate or equivalent certificate, coupled with a minimum of two [2] years relevant experience. Numeracy and literacy skills. Willingness to travel overnight trips. Good communication (written and verbal) skills. Valid code 10 driver's license and PDP will be an added advantage.
<b><u>DUTIES</u></b>	:	Perform driving duties including the mobile truck. Prepare library material for delivery to affiliated libraries. Perform vehicle maintenance checks. Stamp library material for public libraries. File library material at the Depot.
<b><u>ENQUIRIES</u></b>	:	Ms N Nkosi [031] 701 1234
<b><u>POST 10/125</u></b>	:	<b><u>LIBRARY ASSISTANT – ACQUISITION REF NO. DAC59/18 (X 3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R127 851. - R150 606. per annum (Level 4)
<b><u>CENTRE</u></b>	:	Head Office, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	Standard 10/ Grade 12 certificate or equivalent certificate, coupled with a minimum of one [1] year relevant experience or as an intern. Ability to interpret and analyse input for entering online. Proficiency and accuracy in interpreting the written word for data capture. Good communication (written and verbal) skills.
<b><u>DUTIES</u></b>	:	Assist in the administration of supply chain management of library material. Perform data checking of items submitted for acquisition. Enter bibliographic information of submission on automated library system. Provide support for the selection committee meetings. Assist with unpacking and sorting of submission for selection committee.
<b><u>ENQUIRIES</u></b>	:	Ms S Joel: Tel. [033] 341 3000
<b><u>POST 10/126</u></b>	:	<b><u>LIBRARY ASSISTANT- CENTRAL REFERENCE REF NO DAC60/18</u></b>
<b><u>SALARY</u></b>	:	R127 851. - R150 606. per annum (Level 4)
<b><u>CENTRE</u></b>	:	Head office, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	Standard 10/Grade 12 certificate or equivalent certificate, coupled with a minimum of one (1) year relevant experience or as an intern, preferably in a library or book environment. Knowledge of computerized library system. Good communication [written and verbal] skills. Computer literacy (MS Word, Excel, PowerPoint, etc.)
<b><u>DUTIES</u></b>	:	Circulate library material and information resources. Maintain library collection and environment. Provide a centralized special requests system. Assist affiliated library staff and patrons. Provide administrative support.
<b><u>ENQUIRIES</u></b>	:	Ms Zokwe: Tel. [033] 345 2226
<b><u>POST 10/127</u></b>	:	<b><u>RECEPTIONIST/ SWITCHBOARD OPERATOR- MUSUEM SERVICES REF NO. DAC61/18</u></b>
<b><u>SALARY</u></b>	:	R127 851. - R150 606. per annum (Level 4)
<b><u>CENTRE</u></b>	:	Head Office, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	Standard 10/Grade 12 certificate or equivalent certificate coupled with a minimum of one [1] relevant experience. Good interpersonal relations skills. Ability to work

	:	under pressure. Knowledge of Government relevant prescripts. Good communication [written & verbal] skills. Good office administration, planning and organizational skills. Computer literacy [Ms Word, Excel, PowerPoint, etc].
<b><u>DUTIES</u></b>	:	Render switchboard services. Keep records of all outgoing calls. Maintain switchboard system.
<b><u>ENQUIRIES</u></b>	:	Mrs N Zondi: Tel. [033] 341 9921/04
<b><u>POST 10/128</u></b>	:	<b><u>GENERAL WORKER – LIBRARY COORDINATION AND PROMOTION: MIDLANDS DEPOT REF NO. DAC62/18</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R90 234. - R106 290. per annum (salary level 2) Southern Regional Office, Pietermaritzburg
<b><u>DUTIES</u></b>	:	Standard 10/Grade 12 certificate or equivalent certificate. Literacy and numeracy skills. Good communication [written & verbal] skills. Provide assistance with the dispatch of books and collection of library material from affiliated libraries. Ensure that library material are organized correctly for retrieval at Library Depot. Provide assistance at library book exchanges with affiliated libraries. Ensure physical standards of library material loaned by affiliated libraries. Provide labour support for movement of library material and equipment
<b><u>ENQUIRIES</u></b>	:	Ms N Zokwe: Tel. [033] 345 2226
<b><u>POST 10/129</u></b>	:	<b><u>GENERAL WORKER – MBAZWANE LIBRARY REF NO. DAC63/18 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R90 234. - R106 290. per annum (Level 2) Northern Regional Office, Mbazwane
<b><u>DUTIES</u></b>	:	Standard 10/ Grade 12 certificate or equivalent certificate. Numeracy and literacy skills. Willingness to travel overnight trips. Ability to perform physically demanding duties. Provide support for library/depot material. Provide support with the dispatch and collection of library material. Maintain library material for loan by affiliated libraries/ library users. Provide labour movement of library material and equipment.
<b><u>ENQUIRIES</u></b>	:	Ms Z Mdletshe: Tel. [035] 571 6202
<b><u>POST 10/130</u></b>	:	<b><u>GENERAL WORKER: SKINNER CAMP REF. NO. DAC64/18 (X3POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R90 234 - R106 290. per annum (Level 2) Southern Regional Office, Pietermaritzburg
<b><u>DUTIES</u></b>	:	Standard 8/ ABET certificate or equivalent certificate. General knowledge of utilizing cleaning equipment. Knowledge of occupational health and safety measures. Basic communication [written and verbal] skills. Clean the buildings. Maintain houses. Maintain laundry.
<b><u>ENQUIRIES</u></b>	:	Mrs HC Gumede [033] 345 3171
<b><u>POST10/131</u></b>	:	<b><u>LIBRARY PROCESSOR – PROCESSING DIVISION X3 POSTS REF NO. DAC65/18</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R90 234. - R106 290. per annum (Level 2) Head Office, Pietermaritzburg
<b><u>DUTIES</u></b>	:	Standard 10/ Grade 12 certificate or equivalent certificate. Numeracy and literacy skills. Good communication (written and verbal) skills. Process and prepare new library material for public library requirements. Monitor processing material stationery. Assist in the unpacking and dispatching of library material.
<b><u>ENQUIRIES</u></b>	:	Mr PT Zikode [033] 341 3000

**DEPARTMENT OF HEALTH**

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

**MANAGEMENT ECHELON**

<b><u>POST 10/132</u></b>	:	<b><u>MEDICAL SPECIALIST PAEDIATRIC CARDIOLOGY. REF NO.: MEDSPECPAEDSCARDIO/1/2018</u></b> Department: Paediatric Cardiology
<b><u>SALARY</u></b>	:	<b>Salary Grade1:</b> Medical Specialist R991 857.00 per annum (all-inclusive salary package) excluding Commuted Overtime. Current registration with the HPCSA as a paediatrician. <b>Salary Grade 2:</b> Medical Specialist R1 134 069.00pa (all-inclusive salary package) excluding commuted overtime. Five (5 years appropriate experience as a Medical Specialist after Registration with HPCSA as a paediatrician) <b>Salary Grade 3:</b> Medical Specialist R1 316 136pa (all-inclusive salary package) excluding commuted overtime. Ten(10) years appropriate experience as a Medical Specialist after registration with HPCSA as a paediatrician.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Inkosi Albert Luthuli Central Hospital Current registration as a Specialist in Paediatrics with the Health Professions Council of South Africa. Current Curriculum Vitae stating clinical, teaching and research experience must be provided. Experience in paediatric cardiology and paediatric echocardiography (at least two years). Positive references from recent supervisor/s knowledge, skills, training and competency required: The candidate must be qualified or aspire to qualify as a Paediatric Cardiologist. The candidate must possess good administrative, decision making and communication skills in order to function in a multi-disciplinary team environment
<b><u>DUTIES</u></b>	:	Provide Paediatric specialty services in Paediatric Cardiology. This includes in and outpatient services, outreach and after hours services. Provide services in clinical cardiology, echocardiography and cardiac catheterisation. Supervise paediatric registrars in undertaking patient management. Maintain statistics of patient care to assist with resource allocation. Participate in departmental audit programmes, research and unit administration. Assist with staff development, evaluation, and progress reporting. Participate in undergraduate teaching in the Department of Paediatrics, Nelson R Mandela School of Medicine. The incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	EGM Hoosen Tel: 0312401476 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
<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 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. African males are encouraged to apply. 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.
<b><u>CLOSING DATE</u></b>	:	23 March 2018

**POST 10/133** : **MEDICAL SPECIALISTS X 1. REF NO: MEDSPECNEPH/1/2018**  
 Department: Nephrology: Paired Training /Service Post At IALCH and Stanger Hospital

**SALARY** : **Specialist Grade I:** R991 857 per annum all inclusive salary packages (excluding commuted overtime) requires appropriate qualification plus registration with Health Professions Council as a Specialist Physician Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa  
**Specialist Grade II:** R1 134 069 pa all-inclusive salary package (excluding commuted overtime) requires appropriate qualification and a minimum of 5 years post registration experience as a Specialist Physician. **Specialist Grade III:** R1 316 136 pa all inclusive salary package (excluding commuted overtime) requires appropriate qualification and a minimum of 10 years post registration experience as a Specialist Physician. Candidates will be entitled to receive the necessary allowances while rotating through Stanger and IALCH

**CENTRE REQUIREMENTS** : Durban Functional Region, and ILembe District (4 year post)  
 : MBChB or equivalent, FCP (SA) or equivalent. Current Registration with HPCSA as a Specialist Physician. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Knowledge, skills, training and competency required: Drivers Licence and own transport. An ability to teach and supervise registrars, medical officers, ancillary and nursing staff. Management Skills: Good administrative, decision making and communication skills. Knowledge of the ethical and academic basics of research principles. In-depth knowledge of medical ethics and its application to nephrology.

**DUTIES** : Rotating post (1) between Inkosi Albert Luthuli Hospital and Stanger Hospital. The rotation periods for the post will be at 6 monthly intervals between each hospital for a total of 4 years. Function as a Senior Registrar in the Nephrology department .To be actively involved at IALCH and the Durban functional region in the operation of the unit for a period of 6 months in the year. Manage acute and chronic haemodialysis, peritoneal dialysis, transplantation, acute and chronic kidney disease. Supervise and manage medical officers, medical registrars and allied staff at IALCH. Participate in the academic programme in the Department of Medicine at Nelson R Mandela School of medicine, including student teaching and undergraduate exams while rotating at IALCH. Actively participate in the academic programme of the Department of Nephrology. Perform audits and be involved in the operational planning and research in the Department of Nephrology. Manage a medical firm during 6 monthly rotations in Stanger Hospital. Supervision of medical registrars and medical officers in Stanger Hospital. Participate in the academic programme, research and management of internal medicine at Stanger Hospital. Function as a general physician with an interest in nephrology at Stanger Hospital. Perform clinical outreach duties within ILembe district while at Stanger Hospital. Develop a renal referral system for the surrounding districts. Participate in and supervise outpatient nephrology clinics, haemodialysis and peritoneal dialysis units. Work with a multidisciplinary renal team at Stanger Hospital. The successful candidates are required to participate in after-hours overtime work during both rotations

**ENQUIRIES APPLICATIONS** : Prof A Assounga: Tel: 031-2401324/0312401325  
 : 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** : 23 March 2018

**POST 10/134** : **MEDICAL SPECIALIST - (GRADE 1, 2, 3) X 2 POSTS. REF NO: GS 4/18**  
Component – Ophthalmology

**SALARY** : **Grade 1** – R991 857. per annum, 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 which is subject to the needs of the Department. Employee must sign the commuted overtime contract form. Experience: Not applicable; Registration with the HPCSA as a Medical Specialist in Ophthalmology  
**Grade 2** – R1 134 069. per annum, (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 which is subject to the needs of the Department. Employee must sign the commuted overtime contract form. Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Ophthalmology  
**Grade 3** - R1 316 136. per annum, (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 which is subject to the needs of the Department. Employee must sign the commuted overtime contract form. Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Ophthalmology

**CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg Hospital Complex  
: Minimum Requirements: MBChB or equivalent Medical qualification. Current registration with the Health Professions Council of South Africa as a specialist in Ophthalmology. Recommendations: Management and administration experience. Experience must include the training and supervision of registrars. Candidates involved with research will be at an advantage. Knowledge, Skills, Training and Competency Required: Advanced knowledge of ophthalmology care. Ability to work as part of a team. Knowledge of relevant Health and Labour legislation. Strong interpersonal and communication skills. Ability to prioritize issues and work related matters. Engage in own research and supervise research of registrars.

**DUTIES** : Key Performance Areas: Assistance in the provision of a quality cost effective and efficient 24 hour Ophthalmology service in keeping with Batho Pele Principles. Assist with the training and guidance of medical students, Interns, Medical Officers, Registrars, consultants, optometrists and other staff categories. Maintain accurate and appropriate health records in accordance with legal and ethical principles and ensure that junior staff complies with the above. Development of skills in the department with regards to research and instruction. After hour calls are offered at an average of 16 hours per week. NB: Successful applicants might be required to rotate and work in all state facilities in the greater Pietermaritzburg area, not just Greys Hospital.

**ENQUIRIES APPLICATIONS** : Dr CH Kruse : Tel No: 033 897 3345  
: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

**FOR ATTENTION NOTE** : Mrs. M. Chandulal  
: Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 4/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

**CLOSING DATE** : 23 March 2018

## OTHER POSTS

<b><u>POST 10/135</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1, 2 OR 3 (1 POST). REF NO: SAP 03/2018</u></b>
<b><u>SALARY</u></b>	:	All-inclusive packages <b>Grade 1</b> – R736 425. - R793 341. <b>Grade 2</b> – R842 028. - R920 703. <b>Grade 3</b> – R977 199. - R1 221 723. Other Benefits: Rural Allowance. Commuted Overtime (subject to prior approval)
<b><u>CENTRE REQUIREMENTS</u></b>	:	St Apollinaris Hospital <b>Grade 1:</b> Senior Certificate <u>plus</u> 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. <b>Grade 2:</b> 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. Certificate of service endorsed by Human Resources. <b>Grade 3:</b> 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. 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr NE Manci at (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, 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.
<b><u>FOR ATTENTION NOTE</u></b>	:	Human Resources Section Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> 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 and the target group in terms of employment equity target for the two advertised posts is African males." 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.

**CLOSING DATE** : 23 March 2018

**POST 10/136** : **MEDICAL OFFICER REF NO: GJC 04/2018 (X2 POSTS)**  
(Re-advertised)

**SALARY** : **Grade 1:** R736 425. per annum  
**Grade 2:** R842 028. per annum (employee must meet prescribed requirements)  
**Grade 3:** R977 199. per annum (employee must meet prescribed requirements)  
Other Benefits: Rural allowance 22% of annual salary, and commuted overtime allowance.)

**CENTRE REQUIREMENTS** : GJ Crookes Hospital  
: MBChB. Degree or equivalent qualification; *Plus* Current registration with HPCSA as a Medical Practitioner. Registration with HPCSA as a Medical Practitioner. Proof of previous experience if any. Valid driver's license. Knowledge: Sound knowledge of clinical and surgical skills associated within the practice of a District Level Hospital, i.e. caesarean sections and spinal anaesthetics, ectopic pregnancies, circumcisions and evacuations, etc. Knowledge and skills in medicine including HIV and TB, paediatrics, surgery, obstetrics and gynaecology, orthopaedics, psychiatry, emergency medicine and anaesthetics. Good communication and interpersonal skills. Teaching and supervision of junior doctors and students. Knowledge of all applicable legislation.

**DUTIES** : Clinical and administrative duties / responsibilities for the respective clinics under GJ Crookes Hospital. (Provide out-reach services to PHCs). Implement quality standards and practices and treatment protocols as to ensure correct and effective management of patients. Examination, diagnosis and treatment of patients in clinics. Diagnosing and facilitating referrals to higher level of care. After hours participation in call rosters. (Commuted overtime is compulsory) Perform emergency procedures and administer anaesthesia. Application of family medicine to patients and relatives. Facilitation of staff training and ongoing medical education. Normal working hours 07H30 to 16H00 with half hour break in between.

**ENQUIRIES APPLICATIONS** : Dr M Ragunandan. Tel No: 039-978 7063  
: Should be posted to: The Acting Human Resource Manager, GJ Crookes Hospital, Private Bag X5501, Scottburgh, 4180

**FOR ATTENTION NOTE** : Mr. JL Majola  
: 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** : 23 March 2018 at 16h00

**POST 10/137** : **OPERATIONAL MANAGER NURSING: (SPECIALITY – TRAUMA AND EMERGENCY UNIT AND CRISIS CENTRE. REF NO: GJC 03/2018)**

**SALARY** : R499 953. 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** : Registration with South African Nursing Council (SANC) as a General Nurse and Midwifery. Diploma / Degree in General Nursing. Grade 12 Certificate. Current SANC receipt (2018). Post basic qualification in the relevant specialty i.e. Trauma and Emergency Nursing Science accredited by SANC. Certificate of service endorsed by Human Resource Office - stating relevant experience as Professional Nurse and proving 5 years appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty  
 Knowledge: Knowledge of nursing care processes and procedures, nursing statuses and other relevant legal framework. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project management skills. Basic computer skills
- DUTIES** : Provide comprehensive quality nursing care to patients/clients in a specialty unit in a cost effective efficient manner. Assist in planning, organizing and monitoring of objectives of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Carry out EPMDS evaluation of staff, formulate training programs and participate in the training and development of staff. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Order and monitor appropriate level of consumables. Ensure that all equipment in the unit is adequate and is checked and is in working order. Provide a safe therapeutic and hygiene environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious difference. Monitor and evaluate the care management of all patients and ensure the maintenance of accurate and complete patient records. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Ability to recognize Medical and Surgical emergencies and refer appropriately. Liaise with wards to arrange patient admissions and movements  
 Hours of Duty 40 hours per week Shift work – Day duty
- 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** : 23 March 2018 at 16h00
- POST 10/138** : **OPERATIONAL MANAGER NURSING (GENERAL) REF NO: SAP 04/2018**
- SALARY** : R394 665 – R444 195. per annum plus 13<sup>th</sup> Cheque, Rural Allowance: Medical Aid (Optional), Housing allowance (Employee must meet prescribed Requirements)
- CENTRE** : St Apollinaris Hospital (Outpatient Department)
- REQUIREMENTS** : 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** : 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** : Miss NR Njobe at (039) 833 8000/8013  
**APPLICATION** : Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, 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.

**FOR ATTENTION** : Human Resources Section  
**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 and the target group in terms of employment equity target for the two advertised posts is African males." 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.

**CLOSING DATE** : 23 March 2018

**POST 10/139** : **RADIOGRAPHER REF NO: GJC 05/2018 (2 POSTS)**

**SALARY** : **Grade 1:** R281 148. per annum.  
**Grade 2:** R331 179. per annum. (employee must meet prescribed requirements)  
**Grade 3:** R390 123. per annum. (employee must meet prescribed requirements)  
 Other Benefits: 13th cheque, Home owners allowance (employee Must meet prescribed requirements), Medical Aid (Optional)

**CENTRE** : GJ Crookes Hospital  
**REQUIREMENTS** : Matric/Grade 12 Certificate. Diploma or Bachelor Degree in Radiography. Proof of current registration with the Health Professions Council of South Africa as a

Diagnostic Radiographer. Current registration with HPCSA receipt (2018). Proof of current and previous work experience endorsed and stamped by Human Resource. Knowledge: Sound knowledge of diagnostic radiographic procedures and equipment. Sound knowledge of radiation control and safety. Good communication and interpersonal skills. Knowledge of relevant health and safety acts and policies.

**DUTIES**

: Provide high quality diagnostic radiography services. Execute all clinical procedures competency to prevent complications. Inspect and utilize equipment professionally to ensure that they comply with the safety standards. Participate in 24 hour roster system which includes standby duties at nights, weekends and public holidays. Promote good health practices and ensure optimal patient care. Promote Batho Pele principles in the execution of duties for effective service delivery. Perform reception and clerical duties when necessary. Perform Quality Assurance tests and procedures as agreed in the department. Participate in departmental policies and procedures development. Contribute to overall process of the department. Participate in continued skill development programs. Perform Employee Performance Management and Development (EPMDS) of junior staff as required. Perform duties as allocated by the Assistant Director: Radiography.

**ENQUIRES**

: Mr. T.J Majoka. Tel. No: 039 9787168

**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**

: 23 March 2018 at 16h00