

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL  
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

<b><u>POST 12/100</u></b>	:	<b><u>MEDICAL OFFICER OBSTETRICS &amp; GYNAECOLOGY GRADE 1/2/3 X2:</u></b> <b><u>REF NO: NDH 09/2018</u></b>
	:	Cluster: Obstetrics and Gynaecology Unit
<b><u>SALARY</u></b>	:	R736 425. - R977 199 All-inclusive package, consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime 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
	:	Matric certificate or equivalent, MBCHB Degree or equivalent Plus, Current registration with the Health Professions Council of South Africa as a Medical Practitioner, Registration certificate with Health Professions Council of South Africa as a Medical Practitioner, Appropriate clinical experience depending on the grade for which you are applying (see below) Proof of current and previous work experience endorsed by the employer must be attached for (Grade 01 and Grade 02) Recommendations: Diploma, Experience or Postgraduate training in Obstetrics & Gynaecology will be an added advantage. <b>GRADE 1:</b> Experience: Appropriate qualification in the relevant discipline that allows registration as a Medical Officer with HPCSA. Foreign candidates require 1 year relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. <b>GRADE 2:</b> Experience: Appropriate qualification in the relevant discipline that allows registration as a Medical Officer with HPCSA plus 5 years after registration with the HPCSA as a Medical Officer. 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. <b>GRADE 3:</b> Experience: Appropriate qualification in the relevant discipline that allows registration as a Medical Officer with HPCSA plus 10 years after registration with the HPCSA as A Medical Officer. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. Knowledge, Skills, Training And Competencies Required:- Sound Knowledge Of General Medicine And In The Discipline Of Obstetrics And Gynaecology, Ability to deal with medical and obstetrical/gynaecology emergencies, Sound knowledge of the PMTCT programme as determined by the 2015 national guidelines and policies, Sound knowledge of medical ethics, Sound knowledge of legislation relating to the practice of Obstetrics and Gynaecology in South African, such as the Health Act, the Choice of Termination of Pregnancy Act, the Children's Act etc. Ability to perform termination of pregnancy will be an added advantage. Good communication, team building and motivation skills, Basic computer literacy
<b><u>DUTIES</u></b>	:	To provide holistic medical care to patients seeking medical attention at the institutions. To be able to assess, manage and follow up patients according to departmental policies. To ensure the provision of safe, ethical and high quality medical care. To be able to contribute to the realization of the departmental strategic goals. Manage medical and obstetrical/gynaecological emergencies. To participate in after-hours medical service as per call roster, this is essential. To participate in Monitoring & Evaluation programme with relation to patient care delivery. Assist with the supervision and support of junior medical officers, CSOs and medical interns. Provide Outreach assistance as may be required under the supervision of the Metropolitan Head of Obstetrics and Gynaecology. Impart surgical skills to Medical Officers and interns in the Department. Accept responsibility for continuous professional development to keep up to date with new developments in the field of Obstetrics and Gynaecology Participate in the departmental academic programmes, perinatal mortality and morbidity review meetings, and any other meetings
<b><u>ENQUIRIES FOR ATTENTION</u></b>	:	Dr Mag .Molla Tel: 033 387 9000 Ext 9014
	:	Dr MAG Molla

- APPLICATIONS** : All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200
- 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, and 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. NB The incumbent will be required: To rotate between Grey's and North dale Hospitals on a rotational basis to sign a performance agreement with the Head of Department within the rules of Employee Performance Management Development Systems (EPMDS). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview.
- CLOSING DATE** : 11 April 2018
- POST 12/101** : **OPERATIONAL MANAGER NURSING– GENERAL STREAM REF NO: MBO 10/2018 (POST: 01)**  
Component: Nursing Section: Surgical Ward
- SALARY** : R394 665 per annum Benefits 13th Cheque, 8% Rural Allowance Home owner Allowance: Optional Medical Aid: Optional Employee must meet prescribe requirements
- CENTRE REQUIREMENTS** : Mbongolwane District Hospital  
Senior certificate/Matric or equivalent National Diploma/Degree in General Nursing Science Certificate of Registration with the South African Nursing Council as a Professional Nurse Experience: A minimum of 7 years appropriate/recognizable experience after registration as a Professional Nurse with the SANC in General Nursing. Current registration with S.A.N.C.2018 Verification of experience endorsed by Supervisor to be attached Certificate of service endorsed by Human Resource Department to be Attached Recommendations: Qualification As A Psychiatric Nurse Will Be Added As Advantage At least 1 Year Experience To Be Supervisory Knowledge, Skills, Training And Competence Required Knowledge of Nursing Care processes and procedures Knowledge of nurse Operational Management, co-ordination, networking liaison skills Good communication, interpersonal relations, problem solving, conflict management skills Planning and organizing, report writing skills People management and financial management skills
- DUTIES** : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care Co-ordinate and monitor the implementing of nursing care plan evaluation thereof Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients Maintain constructive working relationship with nursing and other stakeholders e.g inter-professional, inter-sectoral and multi-disciplinary team work Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies and procedures Manage and monitor proper utilization of human, financial, physical and material resources Coordinating of the provision of effective training and research Provision of effective support to Nursing Services by assisting with relief duties of the supervisor and partake in overall i.e. Team Building
- ENQUIRES** : Mrs Z Mthembu Tel No: 035 4766242 ext. 204

**APPLICATIONS** : Applications must be forwarded to: The Chief Executive Officer Mbongolwane District Hospital Private Bag 126 Kwapett 3820

**FOR ATTENTION** : Human Resource Practices

**NOTE** : The following documents must be submitted: Application for employment form (Z83) which is obtainable at any government department or from the **website www.kznhealth.gov.za** Certified copies of highest educational qualifications and/or professional registration certificate –not copies of certified copies. Certified copies of Diploma/ Bachelor Degree /Highest educational certificates Curriculum vitae Certified ID copy The Circular Minute Number must be indicated in the column provided on the Z83, e.g. Circular Minute Number MBO 04/2012. NB: Failure To Comply With The Above Instructions Will Disqualify Applicants. Persons with disabilities are encouraged to apply for the posts. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications).Candidates will be required to provide verification of experience indicating duties from their previous and current employer NB: Please note that due to large number of applicant anticipated, individual applications will not be acknowledged, however, should you receive no response within six weeks from the closing date of the advertisement; consider your application as unsuccessful. Due to budgetary constraints, subsistence and traveling expenses will not be paid. NB: Due to financial constraints S&T will not be paid to those who attend interviews at Mbongolwane Hospital NB: Applicants Who Had Previously Applied Are Encouraged to Re-Apply. NB: If You Have Not Been Contacted Within Four (4) Weeks Hereof, Please Consider Your Application as Being Unsuccessful

**CLOSING DATE** : 06 April 2018

**DEPARTMENT OF TRANSPORT**

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

**APPLICATIONS** : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.

**CLOSING DATE** : 06 April 2018

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

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

**OTHER POST**

- POST 12/102** : **DEPUTY DIRECTOR: CORPORATE SERVICES (REF NO. P 15/2018)**
- SALARY** : R657 558 per annum (all-inclusive remuneration package)
- CENTRE** : Regional Office, Durban
- REQUIREMENTS** : A recognised Bachelor’s Degree/ National Diploma in a Human Resource Management/ Public Management and Administration related field (NQF level 6), plus A minimum of 3 years junior management experience in a Corporate Services environment; plus A valid driver’s licence (minimum Code B). In depth understanding of legislation/ policies/ instructions/ delegations/ regulations/ procedures pertaining to Public Sector and specifically to the Department of Transport. Understanding of the departmental vision, objectives, structures, functions, communication channels and reporting procedures. Knowledge of Administrative procedures. Knowledge of Human Resource Management. Knowledge of Traffic Law Administration. Knowledge of Fleet Management. Knowledge of EPMDS. Knowledge of disciplinary procedures. Knowledge of general admin procedures. Knowledge of Financial Management. Computer literacy. Ability to interpret legislation/ policies/ contracts. Ability to plan and organise. Ability to make decisions. Ability to delegate work. Ability to work independently. Ability to work under pressure and to meet deadlines. Good interpersonal relations skills. Good verbal and written communication skills. Ability to manage systems, Persal, BAS, EPMDS etc. Co-ordination skills. Presentation/ facilitation/ training skills. Interpersonal relations skills. Management skills. Planning and organisational skills. The ideal candidate should be committed to organizational objectives/ projects and programmes and be self-disciplined. He/she must also be responsible, dedicated, be able to work as part of a team and be loyal and honest.
- DUTIES** : Provide and manage Human Resource and Human Resources Development in the region: Manage and control the general conduct and performance of personnel. Control the regional staff establishment. Assess staff performance and provide in service and formal training. Implement/ Co-ordinate service delivery programmes. Manage and control general admin services- Fleet management and Office Services: Manage the provision of effective office services e.g registry, transport, accommodation, switchboard etc. Manage and control security services. Provide food services. Manage and control communication services/ systems: Co-ordinate/ support the provision of information. Technology services/ requirements. Provide reception services. Manage and Control the Regional Office budget, budget estimates, business and business plans. Prepare budget estimates. Prepare business plan. Manage and control Traffic Law Administration: Manage Human Resource and other matters e.g appointments, leave, general benefits etc. Manage and control budget.
- ENQUIRIES** : Mr JS Mbhele Tel. No: (031) 700 2222
- FOR ATTENTION** : Mr C McDougall
- NOTE** : It is the intention of this Department to consider equity targets when filling this position. The Successful candidate will be required to enter into a Performance Agreement. Shortlisted candidates may be required to undergo a competency test.