

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

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

- APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs. M. Chandulal
- CLOSING DATE** : 08 June 2018
- NOTE** : Directions to Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website; Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy. Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 23/18. 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).

MANAGEMENT ECHELON

- POST 21/65** : **MEDICAL SPECIALIST – GENERAL SURGERY (GRADE 1, 2, AND 3) REF NO: GS 23/18**
Component: General Surgery
- 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.
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.
Grade 3: Medical Specialist R1 316 136 per annum 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.
- CENTRE REQUIREMENTS** : Greys Hospital Pietermaritzburg Metropolitan Hospitals Complex
Senior Certificate, Appropriate qualification in Health Science (MBChB degree or equivalent), Current registration (2018/2019) with HPCSA. Appropriate academic qualification registerable with Health Professions Council South Africa as a Specialist Surgeon. **Grade 1:** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. **Grade 2:** Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. **Grade 3:** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Knowledge, Skills, Training and Competency Required: Knowledge of appropriate specialist level procedures and protocols within the field of general surgery. Sound knowledge of Human Resource management. Financial Management – monitoring of expenditure, Essential Drug List, Management functions – policy analysis and implementation, strategic management, project management, information management, total quality management and improvement, legal aspects, patient care and service delivery, applicable

mandatory requirements and Acts, Regulations, Protocols and Guidelines used in Health Services.

DUTIES

: Participate in the delivery of in-patient and out-patient general surgery service within the Pietermaritzburg Metropolitan Hospitals Complex based at Edendale hospital. Inter-disciplinary coordination of the management of general surgery patients. Supervision of the surgical trainees rotating through the unit. Ensuring the highest standards of clinical, professional, and ethical behaviour of undergraduate medical students, postgraduate general surgery trainees, and allied health care personnel. Conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act. Promote education in cancer prevention. Develop management protocols for the general surgery service in accordance with the Hospital and Department policies; Provide appropriate surgical care to general surgery patients; Maintain the effective and efficient utilisation of human resources in respect of: overseeing and supervising general surgery staff in the execution of their duties; training staff and promoting ongoing staff development in accordance with their individual and departmental development needs; recruiting and selecting staff in accordance with government prescripts; assessing performance of general surgery staff; allocating general surgery personnel to respective wards and call roster. Provide measures and guidance on quality assurance to comply with set quality standards; Incumbent to provide general surgery outreach services in the Pietermaritzburg Metropolitan Hospitals Complex and Area 2. Foster collaboration with other hospitals within and outside the district; Exercise cost control over the activities of the department in line with the allocated budget; Participate in all academic and clinical meetings of the general surgery Department; Participate in departmental research activities. Accept responsibility for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Department.

ENQUIRIES

: Dr V Govindasamy Tel No: 033 897 3379

NOTE

: This post would be suitable for candidates who have recently passed their specialist examinations and completed registrar time. In the event that a candidate who is eligible for specialist registration, but has not received such registration is successful in his/her application for this post, the appointment will be at their current salary level, with an upgrade to Specialist Grade 1 once registration is received.

OTHER POSTS

POST 21/66

: **MANAGER PHARMACEUTICAL SERVICES DEPUTY REF NO: PHARM 02/2018**

SALARY

: R920 703 per annum (all inclusive package) 12% Inhospitable Allowance

CENTRE

: Ladysmith Regional Hospital

REQUIREMENTS

: Senior certificate/Grade 12 or equivalent. Basic qualification accredited with the SAPC that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist. Current registration (2018) with the SAPC as a Pharmacist. A minimum of 5 years appropriate experience after registration as a pharmacist with the SAPC (excluding community service), Plus Three years (3) managerial experience in a Pharmaceutical environment. Certificate of service endorsed by Human Resource Department. Knowledge, Skills, Training and Competencies Required: Extensive knowledge of Pharmaceutical Services, Policies and procedures. Extensive experience in the Management of a Pharmacy. Good communication, team building, interpersonal and problem solving skills. Ability to work under pressure and coordinate productivity in the section. Ability and willingness to supervise, tutor and train staff. Knowledge of Financial Management. Knowledge of Human Resource Management. Appropriate clinical and theoretical knowledge. Understanding of relevant Acts, Regulations, the Essential Drug Program and National Drug Policy. Computer literacy (MS Word, Excel, PowerPoint and Outlook) including knowledge and experience in Rx Solutions. Knowledge of the principles, functions and operations of a Pharmaceutical and Therapeutics

committee. Good understanding of the ARV treatment program. Knowledge of Batho Pele Principles

DUTIES : Overall responsibility for pharmaceutical service delivery at Ladysmith hospital and surrounding clinics in line with statutory requirements, KwaZulu Natal regulations and circulars. Implementation of the Good Pharmacy Practice Rules. Manage and ensure effective drug supply management (Procurement, storage, control and distribution of pharmaceuticals) for ARV and general medicines in the hospital. Formulate policies and procedures for Pharmaceutical services and ensure they are in accordance with current statutory regulations and guidelines. Responsible for Human Resources Management and Development and Financial Management in the Pharmacy Department. Responsible for Pharmaceutical expenditure which includes monitoring, evaluation and analysis of expenditure trends and implement strategies to control expenditure. Conduct service assessments, develop and implement a quality improvement program for the Pharmacy. Manage and provide professional advisory services to other healthcare workers, including training and development of pharmacy staff. Compile reports for submission to the Hospital Management, District Office and Head Office. Represent the pharmacy department at management level (meetings, strategic planning) and control and manage resources within the pharmacy. Assist the Medical Manager with co-ordination of the Hospital Pharmaceutical and Therapeutics committee

ENQUIRIES : DR M.E Pule Tel No: 036-6372111

APPLICATIONS : all applications should be forwarded to: The Hospital Manager: Applications; Ladysmith Hospital; Private Bag 9928; Ladysmith; 3370

CLOSING DATE : 29 June 2018

POST 21/67 : **MEDICAL OFFICER OBSTETRICS AND GYNAECOLOGY REF NO: MED 05/2018 (X3 POSTS)**

SALARY : Grade1: R736 425 – R793 341 per annum. (All-inclusive package)
Grade 2: R842 028 – R920 703 per annum. (All-inclusive package)
Grade 3: R977 199 – R1 221 723 per annum. (All-inclusive package)
Other Benefits: 18% Inhospitable Rural Allowance of basic Salary, Commuted Overtime. The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules

CENTRE : Ladysmith Hospital

REQUIREMENTS : **Grade1:** Appropriate qualification in the Health Science – MBCHB plus current registration with HPCSA as a Medical Officer. **Grade 2:** Appropriate qualification in the Health Science – MBCHB plus 5 years' experience after registration with the HPCSA plus current registration with HPCSA as a Medical Officer. **Grade 3:** Appropriate qualification in the Health Science – MBCHB plus 10 years' experience after registration with the HPCSA plus current registration with HPCSA as a Medical Officer. Knowledge, Skills, Training and Competencies Required: General skills as a Medical Officer is required. Ability to work in multi-disciplinary team setting. Excellent communication skills and ability to teach and train staff within team. Ability to work and maintain meaningful relationship with a diverse community. Ability to make a difference. Program planning, implementation and evaluation. Information management. Knowledge of Health and Public Service legislation, Regulations and Policies. Medical ethics, epidemiology and statistics. Supervision skills.

DUTIES : Manage all obstetrics and gynaecology out-patient conditions with minimum supervision. Perform basic obstetrics and gynaecology surgery with supervision by consultant Obstetric and Gynaecologist. Admit, manage, discharge and follow-up all obstetrics and gynaecology cases as necessary. Study towards a Diploma in obstetrics and gynaecology or Part 1. Facilitation of staff training and on-going medical education. After-hours participation in call rosters. Active involvement in the pre-operative assessment of patients. Assist senior doctors during operations. Maintain sound medical records.

ENQUIRIES : DR. M Pule Tel No: 036 6372111

APPLICATIONS : all applications should be forwarded to: The Hospital Manager: Applications; Ladysmith Hospital; Private Bag 9928; Ladysmith; 3370

CLOSING DATE : 29 June 2018

POST 21/68 : **MEDICAL OFFICER EMERGENCY DEPARTMENT GRADE 1/2/3: REF NO: NDH 17/2018**
Cluster: Emergency Unit

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

CENTRE : Northdale Hospital: Pietermaritzburg

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

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

ENQUIRIES : DR P Ramraj Tel No: 033 - 3879022 / 0826504864

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

FOR ATTENTION : Dr Mag Molla

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. 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. People with disabilities are encouraged to apply and the target group in terms of employment equity target for an advertised post is African male. 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 : 08 June 2018

POST 21/69 : **OPERATIONAL MANAGER: SPECIALITY ORTHOPAEDIC NURSING REF NO: NDH 12/2018**
Cluster: Nursing Department

SALARY : R499 953 – R562 698
Benefits: 13th cheque, medical aid and housing allowance (optional and provided the incumbent meets the requirements)

CENTRE : Northdale Hospital: Pietermaritzburg

REQUIREMENTS : Senior certificate / grade twelve certificate or equivalent qualification, Diploma or Degree in General Nursing and Midwifery. A Post Basic Nursing qualification with duration of at least one year accredited with SANC in Orthopaedic Nursing Science. Current registration with SANC as a general nurse, midwifery and Orthopaedic Nursing Science. A minimum of 9 years of appropriate and recognizable experience in nursing after registration as a Professional Nurse with SANC with General Nursing. At least 5 years of the above period must be appropriate recognizable experience in Orthopaedic Nursing after obtaining registration. Knowledge, Skills, Training and Competencies required: Knowledge of Public Service Policies, Acts and regulations. Knowledge of SANC rules and regulations. Knowledge of the District Health Care system and referral pathways. Good communication, leadership, interpersonal and decision making and problem solving skills. Knowledge of Code of Conduct, Labour Relations, Conflict management and negotiation skills. Ability to function well within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and patients' rights charter. Knowledge of the challenges facing the public health sector. Knowledge of Labour relations and handling grievances and disciplinary procedures.

DUTIES : Demonstrate effective communication with patients, supervisors, other Health Professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, with staff of diverse Intellectual, cultural, or religious differences at a supervisory level. Monitor and evaluate the performance of staff according to set standards and norms to ensure effective management of the unit. Ensure and monitor implementation and evaluation of all services including priority programmes,

National Core Standards, Quality Improvement, Infection Control and Disaster Management. Provide relevant information to all health care users to assist in the achievement of optimal emergency care. Manage and monitor effective utilization of human, financial and other resources entrusted to you. Monitor staff absenteeism and management of grievances and disciplinary matters. Monitor patient waiting times and the flow of patients in the unit. Provision of administrative services by identifying, planning and organizing availability of supplies and essential equipment. Assist with administrative duties in the Assistant Nursing Managers office for day or night duty as the need arises. To identify high risk situations to prevent patient safety incidents. To be involved and assist other staff members in clinical management of clients. Able to manage own work, time and that of junior colleagues to ensure proper Nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate basic computer literacy as a support tool to enhance service deliver. Monitor implementation of EPMDS.

- ENQUIRIES** : Mrs J Webster Tel No: 033 387 9010
- APPLICATIONS** : All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs. J Webster
- 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. 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. People with disabilities are encouraged to apply and the target group in terms of employment equity target for an advertised post is an African Male. Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management.
- CLOSING DATE** : 08 June 2018
- POST 21/70** : **OPERATIONAL MANAGER (GENERAL STREAM) REF NO: SMH 02/2018**
Directorate: Clinical
- SALARY** : R394 665 per annum (plus 13th cheque, Medical Aid –optional, Housing Allowance (employee must meet prescribed requirements), & 12% rural allowance
- CENTRE** : UMzimbhulu
- REQUIREMENTS** : Matric/Standard 10/Grade 12 or equivalent qualification. National Diploma/Degree in General Nursing Science and Midwifery. Registration with SANC as General Nurse (Current South African Nursing Council receipt-license to practice 2018). Driver's License. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse and midwifery with the SANC in General Nursing.

Certificate of service endorsed by HR Experience in TB/HIV/AIDS Management. Recommendation: HIV/AIDS Certificate/Diploma. MDR-TB Management. Thorough knowledge of nursing care process and procedures, nursing statutes and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patients' Rights Charter, Batho-pele principles, PFMA. Operational Management skills, Ability to interact with diverse stakeholders and healthcare users and givers, Good communication skills, Report writing skills, facilitation skills, Coordination skills, liaison skills, Networking, Problem solving skills, Information Management, Planning and organizing skills, computer literacy skills, Values/Attributes: Responsiveness, Pro-activeness, Professionalism, Accuracy, Flexibility, Initiative, Cooperative, team player, Supportive, Assertive.

DUTIES

: Manage and monitor proper utilization of human, financial and physical resources:-Human: Analyze staffing needs and develop a plan to meet the needs. Allocate nursing personnel ion different units and implement the PMDS. Explore opportunities for development and ensure training and development of staff. Deal with grievances and labour relations issues in terms of the laid down policies/procedures i.e. manage workplace discipline. Compile and control duty roster, leave schedule and attendance register. Monitor and ensure that all nurses are licensed to practice. Delegate activities commensurate with the abilities and scope of practice of other nurse practitioners. Financial and Physical resources: Participate in the development of business plans and promote ways for containing health care costs without compromising standards. Motivate for relevant material resources. Manage and control assets. Develop business plans in line with strategic plans. Ensure proper implementation of the budget by monitoring, projecting and reporting expenditure. Ensure that spending is maximized in line with strategic objectives. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of nursing plan and evaluation thereof. Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Ensure that the environment complies with the health and safety act, IPC and staff adheres to safety precaution measures. Knowledge of National Core standards.

ENQUIRIES

: Mrs JL Mlotshwa Tel No: 039 2599 222

APPLICATIONS

: The Human Resource Manager, St Margaret's TB MDR Hospital, Private Bag X517,Umzimkulu, 3297. Hand delivered applications may be submitted at the Security Office (application box), Clydesdale Location, Umzimkulu 3297

FOR ATTENTION

: Mr TL Nzimande

NOTE

: Applications should be submitted on form Z83 obtainable from any Public Service Department, and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver's license (certified copies of certificates should not be older than three months). No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicants responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. Due to financial constraints, subsistence and travelling allowance will not be paid to candidates invited to attend the interview. African male applicants and people with disabilities are encouraged to apply.

CLOSING DATE

: 11 June 2018 (16:00)

<u>POST 21/71</u>	:	<u>POST BASIC PHARMACIST ASSISTANTS X 10 POSTS</u>
<u>SALARY</u>	:	R146 688 - R167 712 Qualified Basic Pharmacist Assistant R183 381 - R206 574 Qualified Post Basic Pharmacist Assistant
<u>CENTRE</u>	:	Mahlutshini Clinic Ref No: UMG01/06/18 (x 1 Post) Incwadi Clinic Ref No: UMG01/07/18 (x 1 Post) Nxamalala Clinic Ref No: UMG01/08/18 (x 1 Post) Mbuthisweni clinic Ref No: UMG01/09/18 (x 1 Post) Ndaleni Clinic Ref No: UMG01/10/18 (x 1 Post) Phatheni Clinic Ref No: UMG01/11/18 (x 1 Post) Ngubeni Clinic Ref No: UMG01/12/18 (x 1 Post) Ntembeni clinic Ref No: UMG01/13/18 (x 1 Post) KwaPata Clinic Ref No: UMG01/14/18 (x 1 Post) Songonzima Clinic Ref No: G01/15/18 (x 1 Post)
<u>REQUIREMENTS</u>	:	Basic Pharmacist Assistant: Matric certificate, Current Registration with South African Pharmacy Council as Basic Pharmacist Assistant. Less than 12 months working experience as a Qualified Basic Pharmacist Assistant After registration with SAPC as a Pharmacist Assistant (Basic). Proof of SAPC annual fees payment. Post Basic Pharmacist Assistant: Matric certificate. Current registration With South African Pharmacy Council as Pharmacist Assistant (Post Basic). Plus less than 5 years experience after registration with SAPC as a Pharmacist Assistant (post Basic). Proof of SACP annual fees payment. Recommendation: Minimum 6 months Primary Health Care experience (for both Post Basic Pharmacist Assistant and Basic Pharmacist Assistant). Knowledge, Skills, Training and Competencies Required: Basic knowledge of numeracy. Hygiene and cleanliness, infection control. Basic Health and safety matters. Basic knowledge of medical and dispensing process. Good interpersonal relations. Ability to work under pressure. Ability to communicate effectively.
<u>DUTIES</u>	:	Perform all duties in accordance with the scope of practice, regulations and standard operating procedures. Be responsible for ordering, receiving proper storage of general and thermo-labile medicines. Issuing of medicines to consultation rooms. Management of chronic medication dispensed by the supporting hospitals. Be responsible for running the electronic system or manual system for stock management. Ensure proper stock management-stock rotation, expiry checks, stock take, stock levels and stock security. Prepare medicines for delivery and issuing of medicine parcels to patient in support to mobile clinics, ARV and TB clinics as well as WBOT'S. Provide basic PHC education and counselling to patients on safe and effective use of medication. Collect and maintain the necessary records, statistics and information. Maintain good housekeeping (infection control and prevention) in the pharmaceutical environment. Co-ordinate CCMDD project between the patient, Health facilities and Pick up Points. Promote and educate the patients and clients on CCMDD related issues. Handle queries from patients regarding CCMDD.
<u>ENQUIRIES</u>	:	Ms BT Biyela Tel No: 033 897 1061
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg; 3200 Or Hand Deliver to: 171 Hoosen Hafejee Street (Burg Street); Pietermaritzburg.
<u>FOR ATTENTION</u>	:	Human Resource Practices
<u>NOTE</u>	:	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. 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. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. Preference will be given to African males all applicants who have previously applied are at liberty to apply again

CLOSING DATE : 08 June 2018

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
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 : 08 June 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 POSTS

POST 21/72 : **DEPUTY DIRECTOR (CHAIRPERSON: ADJUDICATION) PROVINCIAL REGULATORY ENTITY (PRE) (REF NO: P 16/2018)**
(3 year fixed term contract)

SALARY : Negotiable to a maximum of Level 12

CENTRE : Pietermaritzburg

REQUIREMENTS : An appropriate recognized LLB Degree and be an admitted Attorney / Advocate; plus A minimum of 3 years' management experience. - Previous experience in one of the following areas will be an added advantage: Community Services. Legal Field. Financial & Commercial field. Knowledge, Skills, Training and Competencies Required: Knowledge of South Africa Constitution. Knowledge of Public Service Act and Regulations. Knowledge of Public Finance Management Act. Knowledge of Labour Relations Act and Basic Conditions of Employment Act. Knowledge of Community Development and Public Participation. Knowledge of Project Management Principles. Knowledge of Millennium development goals. Knowledge of National and Provincial Practice Notes. Knowledge of Promotion of Access to Information Act. Knowledge of Service Delivery Frameworks. Knowledge of National Development Plan and Provincial Growth and Development Plan. Knowledge of Treasury Regulations. Knowledge of National Land Transport Act 5 of 2009 and its Regulations. Knowledge of National Road Traffic Act. Language, listening and presentation skills. Analytical thinking and interpersonal relations skills. Computer literacy. Strategic planning skills. Organisational, research and leadership skills. Financial, Project and Relationship Management skills. Facilitation skills. Risk Management skills. Strategic direction skills. The ideal candidate should have integrity, be reliable, proactive and innovative. He/she should also maintain confidentiality, be professional, have commitment, perseverance and be independent.

DUTIES : Preside over all applications and matters considered by the adjudication committee. Ensure all appeals and litigation matters pertaining to Public Transport Regulatory Services are responded to and attended within stipulated timeframes. Grant, renew, amend or transfer operating licenses as well as conversion of permits for different services. Consider all applications for withdrawal, suspension or amendment of operating licenses and permits (Section 79). Prepare and submit management report on all activities within the scope of work.

ENQUIRIES : Mrs N Majola Tel No: 033 – 341 9500

FOR ATTENTION : Mr C McDougall

NOTE : Employees to serve on the PRE-Adjudication should be impartial in terms of Section 13 of the National Transport Act. 2009 No 5 of 2009 (NLTA). The successful candidate will be required to enter into a Performance Agreement.

POST 21/73 : **DEPUTY DIRECTOR (DEPUTY CHAIRPERSON: ADJUDICATION) PROVINCIAL REGULATORY ENTITY (PRE) (REF NO: P 17/2018)**
(3 year fixed term contract)

SALARY : R779 295 per annum (all inclusive remuneration package)

CENTRE : Pietermaritzburg

REQUIREMENTS : An appropriate recognized LLB Degree and be an admitted Attorney / Advocate; plus A minimum of 3 years' management experience. - Previous experience in one of the following areas will be an added advantage: Community Services. Legal Field. Financial & Commercial field. Knowledge, Skills, Training and Competencies Required: Knowledge of South Africa Constitution. Knowledge of Public Service Act and Regulations. Knowledge of Public Finance Management Act. Knowledge of Labour Relations Act and Basic Conditions of Employment Act. Knowledge of Community Development and Public Participation. Knowledge of Project Management Principles. Knowledge of Millennium development goals. Knowledge of National and Provincial Practice Notes. Knowledge of Promotion of Access to Information Act. Knowledge of Service Delivery Frameworks. Knowledge of National

Development Plan and Provincial Growth and Development Plan. Knowledge of Treasury Regulations. Knowledge of National Land Transport Act 5 of 2009 and its Regulations. Knowledge of National Road Traffic Act. Language, listening and presentation skills. Analytical thinking and interpersonal relations skills. Computer literacy. Strategic planning skills. Organisational, research and leadership skills. Financial, Project and Relationship Management skills. Facilitation skills. Risk Management skills. Strategic direction skills. The ideal candidate should have integrity, be reliable, proactive and innovative. He/she should also maintain confidentiality, be professional, have commitment, perseverance and be independent.

DUTIES : Preside over all applications and matters considered by the adjudication committee. Ensure all appeals and litigation matters pertaining to Public Transport Regulatory Services are responded to and attended within stipulated timeframes. Grant, renew, amend or transfer operating licenses as well as conversion of permits for different services. Consider all applications for withdrawal, suspension or amendment of operating licenses and permits (Section 79). Prepare and submit management report on all activities within the scope of work.

ENQUIRIES FOR ATTENTION NOTE : Mrs N Majola Tel No: 033 – 341 9500
 : Mr C McDougall
 : Employees to serve on the PRE-Adjudication should be impartial in terms of Section 13 of the National Transport Act. 2009 No 5 of 2009 (NLTA). The successful candidate will be required to enter into a Performance Agreement.

POST 21/74 : **DEPUTY DIRECTOR (ADJUDICATION PANEL MEMBER) PROVINCIAL REGULATORY ENTITY (PRE) (REF NO: P 18/2018) (X2 POSTS)**
 (3 year fixed term contract)

SALARY CENTRE REQUIREMENTS : R657 558 per annum (all inclusive remuneration package)
 : Pietermaritzburg

: An appropriate recognized Bachelor's Degree / National Diploma in Social Sciences / Transport Economics / Finance / LLB (NQF Level 6); plus A minimum of 3 years' management experience. - Previous experience in one of the following areas will be an added advantage: Community Services. Legal Field. Financial & Commercial field. Knowledge, Skills, Training and Competencies Required: Knowledge of South Africa Constitution. Knowledge of Public Service Act and Regulations. Knowledge of Public Finance Management Act. Knowledge of Labour Relations Act and Basic Conditions of Employment Act. Knowledge of Community Development and Public Participation. Knowledge of Project Management Principles. Knowledge of Millennium development goals. Knowledge of National and Provincial Practice Notes. Knowledge of Promotion of Access to Information Act. Knowledge of Service Delivery Frameworks. Knowledge of National Development Plan and Provincial Growth and Development Plan. Knowledge of Treasury Regulations. Knowledge of National Land Transport Act 5 of 2009 and its Regulations. Knowledge of National Road Traffic Act. Language, listening and presentation skills. Analytical thinking and interpersonal relations skills. Computer literacy. Strategic planning skills. Organisational, research and leadership skills. Financial, Project and Relationship Management skills. Facilitation skills. Risk Management skills. Strategic direction skills. The ideal candidate should have integrity, be reliable, proactive and innovative. He/she should also maintain confidentiality, be professional, have commitment, perseverance and be independent.

DUTIES : Grant, renew, amend or transfer operating licenses as well as conversion of permits for different services. Consider all applications for withdrawal, suspension or amendment of operating licenses and permits (Section 79). Ensure all appeals and litigation matters pertaining to Public Transport Regulatory Services are responded to and attended within stipulated timeframes. Prepare and submit management report on all activities within the scope of work.

ENQUIRIES FOR ATTENTION : Mrs N Majola Tel No: 033 – 341 9500
 : Mr C McDougall

- NOTE** : Employees to serve on the PRE-Adjudication should be impartial in terms of Section 13 of the National Transport Act. 2009 No 5 of 2009 (NLTA). The successful candidate will be required to enter into a Performance Agreement.
- POST 21/75** : **DEPUTY DIRECTOR (ADJUDICATION PANEL ALTERNATE MEMBER) PROVINCIAL REGULATORY ENTITY (PRE) (REF NO: P 19/2018) (X2 POSTS)**
- SALARY** : Level 11 (alternate members called in as and when required over a 3 year period and paid a daily rate)
- CENTRE REQUIREMENTS** : Pietermaritzburg
 : An appropriate recognized Bachelor's Degree / National Diploma in Social Sciences / Transport Economics / Finance / LLB (NQF Level 6); plus A minimum of 3 years' management experience. - Previous experience in one of the following areas will be an added advantage: Community Services. Legal Field. Financial & Commercial field. Knowledge, Skills, Training and Competencies Required: Knowledge of South Africa Constitution. Knowledge of Public Service Act and Regulations. Knowledge of Public Finance Management Act. Knowledge of Labour Relations Act and Basic Conditions of Employment Act. Knowledge of Community Development and Public Participation. Knowledge of Project Management Principles. Knowledge of Millennium development goals. Knowledge of National and Provincial Practice Notes. Knowledge of Promotion of Access to Information Act. Knowledge of Service Delivery Frameworks. Knowledge of National Development Plan and Provincial Growth and Development Plan. Knowledge of Treasury Regulations. Knowledge of National Land Transport Act 5 of 2009 and its Regulations. Knowledge of National Road Traffic Act. Language, listening and presentation skills. Analytical thinking and interpersonal relations skills. Computer literacy. Strategic planning skills. Organisational, research and leadership skills. Financial, Project and Relationship Management skills. Facilitation skills. Risk Management skills. Strategic direction skills. The ideal candidate should have integrity, be reliable, proactive and innovative. He/she should also maintain confidentiality, be professional, have commitment, perseverance and be independent.
- DUTIES** : Grant, renew, amend or transfer operating licenses as well as conversion of permits for different services. Consider all applications for withdrawal, suspension or amendment of operating licenses and permits (Section 79). Ensure all appeals and litigation matters pertaining to Public Transport Regulatory Services are responded to and attended within stipulated timeframes. Prepare and submit management report on all activities within the scope of work.
- ENQUIRIES FOR ATTENTION NOTE** : Mrs N Majola Tel No: 033 – 341 9500
 : Mr C McDougall
 : Employees to serve on the PRE-Adjudication should be impartial in terms of Section 13 of the National Transport Act. 2009 No 5 of 2009 (NLTA). The successful candidate will be required to enter into a Performance Agreement.