

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
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** : 13 July 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 application being disqualified. Applicants applying for more than one post must submit a separate Z83 form (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representativity in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo competency assessment as per DPSA directives.

MANAGEMENT ECHELON

- POST 26/293** : **DIRECTOR – SPECIAL PROJECT AND EVENTS MANAGEMENT REF NO: DAC 67/18**
- SALARY CENTRE REQUIREMENTS** : All-inclusive package of R948 174 per annum (Level 13)
Pietermaritzburg, Head Office
An undergraduate relevant qualification [NQF7], coupled with a minimum of eight [8] years relevant experience, five [5] of which should be at a MMS/SMS level. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Analytical, research and project management skills. Excellent communication (written and verbal) skill. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.
- DUTIES** : Manage the coordination of all departmental events. Manage departmental special projects and programmes. Manage the development and implementation of policies. Manage the development of sustainable programmes for vulnerable groups. Develop and implement performance management and monitoring and evaluation systems including keeping a portfolio of evidence of programmes/activities performed within the component. Manage all resources allocated to the Directorate. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).
- ENQUIRIES** : Mr J.M Mtshali: Tel No: [033] 264 3400

OTHER POSTS

<u>POST 26/294</u>	:	<u>DEPUTY DIRECTOR – BUDGETARY CONTROL REF NO: DAC 68/18</u>
<u>SALARY</u>	:	All-inclusive package of R697 011 per annum (Level 11)
<u>CENTRE</u>	:	Pietermaritzburg, Head Office
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/3 year tertiary National Diploma in Financial Management or equivalent qualification, coupled with a minimum of five [5] years relevant experience, three [3] of which should be at a managerial level/Assistant Director within the finance field. Knowledge of Public Service legislation and prescripts applicable to government, including systems and procedures. Knowledge of PFMA, Treasury Regulations, Supply Chain Management, Internal controls procedures and Basic Accounting Systems [BAS]. Good work ethics, honesty, reliability and team work. Knowledge of Project management, Research and Policy development. Good office administration, planning and organizational skills. Financial management skills. Good communication skills [written and verbal]. Good interpersonal relation skills. Computer Literacy (MS Word, Excel, PowerPoint, etc.). Valid code 8/EB driver's license.
<u>DUTIES</u>	:	Manage the preparation and coordination of the MTEF budget. Ensure the compilation of management reports in terms of the PFMA and Treasury Regulations. Provide advice and guidance on budget planning, management and reporting to Management. Assist with the compilation of the annual and interim financials. Monitor and analyze the departmental budget and expenditure. Manage the provision of budgetary information to all relevant stakeholders. Manage all resources allocated to the unit. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).
<u>ENQUIRIES</u>	:	Ms K Pillay: Tel No: (033) 264 3400
<u>POST 26/295</u>	:	<u>PERSONAL ASSISTANT TO THE HEAD: ARTS AND CULTURE: REF NO: DAC 69/18</u>
<u>SALARY</u>	:	R356 28 – R419 679 per annum (Level 09)
<u>CENTRE</u>	:	Pietermaritzburg, Head Office
<u>REQUIREMENTS</u>	:	An appropriate three (3) year relevant tertiary qualification/ Secretarial National Diploma or equivalent qualification, coupled with a minimum of three – five (3-5) years relevant experience. Knowledge of the Public Sector. Basic knowledge of financial administration. Knowledge of the Constitution, Public Service Regulations and the Public Service Code of Conduct. Knowledge of Service Delivery (Batho Pele). Knowledge of Financial management system. Good telephonic etiquette. Analytical, research and report writing. Good communication [written and verbal] skill. Ability to act with tact and discretion. Good grooming and presentation. Computer Literacy [MS Word, Excel, PowerPoint, etc]. Valid code 8/EB driver's license.
<u>DUTIES</u>	:	Provide secretarial/receptionist support service. Render administration support services. Provide support to the HOD regarding meeting. Support the HOD with the administration of the HOD's budget. Studies the relevant Public Services and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Mr N.P Chonco: Tel No: (033) 264 3400
<u>POST 26/296</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR – EXECUTIVE SUPPORT SERVICES REF NO: DAC 70/18</u>
<u>SALARY</u>	:	R242 475 - R285 630 per annum (Level 07)
<u>CENTRE</u>	:	Pietermaritzburg, Head Office
<u>REQUIREMENTS</u>	:	Standard 10/Grade 12 certificate or equivalent certificate, coupled with a minimum of three- five [3- 5] years relevant experience. Good interpersonal relations. Ability to work under pressure. Knowledge of the relevant prescript governing the Government. 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.
<u>DUTIES</u>	:	Provide effective and efficient office management within the Directorate, which includes systems in receiving and distributing correspondence. Render effective administration support within 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 staff.
Ms S. Hassim: Tel No: (033) 264 3400
- ENQUIRIES** :
- POST 26/297** : **PERSONNAL ASSISTANT TO THE DIRECTOR EXECUTIVE SUPPORT SERVICES: REF NO DAC 71/18**
- SALARY CENTRE REQUIREMENTS** : R242 475 - R285 630 per annum (Level 07)
Pietermaritzburg, Head Office
Standard 10 /Grade 12 Certificate plus secretariat diploma/ certificate or equivalent qualification, coupled with a minimum of three - five [3 -5] years relevant experience. Good telephone etiquette. Sound organizational skills. Good interpersonal skills. High level of reliability and confidentiality. Basic knowledge of PFMA. Knowledge of the relevant legislation, policies, prescripts and procedures. Ability to do research and analyze documents and situations. Good communication (written and verbal) skills. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.
- DUTIES** : 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.
- ENQUIRIES** : Ms S. Hassim: Tel No: (033) 264 3400
- POST 26/298** : **SWITCHBOARD OPERATOR/RECEPTIONIST - FACILITIES MANAGEMENT REFF NO: DAC72/18**
- SALARY CENTRE REQUIREMENTS** : R136 800 – R161 148 per annum (Level 04)
Head Office, Pietermaritzburg
Standard 10/Grade 12 certificate or equivalent certificate, coupled with a minimum of one [1] year relevant experience. Good interpersonal relations. Ability to work under pressure. Knowledge of switchboard operation and telephone etiquette. Knowledge of basic administration procedures and principles. Good communication [written & verbal] skills. Good office administration, planning and organizational skills. Computer applications.
- DUTIES** : Attend to the telephone calls and operate the switchboard. Attend to members of the public at reception. Distribute Telephone bills to Components. Log faults to telephone service provider. Provide telephone utilization monthly report. Update and distribute internal directory on monthly basis. Monitor the usage and facilitate the change of pin codes for staff.
- ENQUIRIES** : Mr LS Langa: Tel No: (033) 341 3600

DEPARTMENT OF HEALTH

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

- APPLICATIONS** : Applications should be sent to: The Human Resource Manager Inkosi Albert Luthuli Central Hospital Private Bag X03 Mayville 4058 OR 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.
- CLOSING DATE** : 13 July 2018
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment

screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

ERRATUM: Kindly note that the post of Diagnostic Radiographer (Grade 1, 2 OR 3) advertised in circular 25 dated 22 June 2018 has been withdrawn.

OTHER POSTS

- POST 26/299** : **HEAD: CLINICAL UNIT (ORTHOAEDIC SERVICES) REF NO: HCUORTHO/1/2018 (X1 POST)**
- SALARY** : An all-inclusive flexible remuneration package of R1 643 352 per annum all-inclusive salary package (excluding commuted overtime) is payable to the successful candidate who will be required to enter into a permanent employment contract, as well as complete a Performance Agreement with the Manager of the post (excluding Commuted Overtime)
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : You must hold a qualification in the appropriate health science. Have Current registration with the Health Professions Council of South Africa as a Medical Specialist Orthopaedic Surgeon. A minimum of 3 years' appropriate post registration experience as a Medical Specialist in Orthopaedic Surgery. Recommendation: Substantial previous experience in Lower Limb Joint Arthroplasty (Experience in Revision Hip and Knee Replacement Surgery is mandatory). The candidate must have completed a full time fully accredited Fellowship Program in Lower Limb Joint Replacement Surgery. Previous experience in Managing the Orthopaedic Care in a Level 1 Trauma Unit and surgical experience in the management of Complex Trauma is also required. Computer Literacy: MS Office software application. Knowledge, Skills, Training and Competence Required: Clinical, procedural and training skills, especially Lower Limb Hip and Knee Primary and Revision Reconstructive Surgery as well as Foot and Ankle Reconstructive Surgery. Counselling and conflict resolution skills. Leadership, administration, programmes planning, assessment of patients within his/her field of expertise. Ability to communicate at a higher level. Ability to network with management at all levels within the Provincial structures. Knowledge and an understanding of the Public Finance Management Act and its implications for departmental budgeting. Knowledge and an understanding of the Postgraduate Education regulations and requirements as determined by the Health Professions Council of South Africa, the College of Orthopaedic Surgeons of South Africa and the University of KwaZulu-Natal.
- DUTIES** : Provide Clinical Services to Orthopaedic patients at IALCH as directed by the Head of Department. The primary Service will be in the lower Limb Joint Arthroplasty Unit. The candidate will also provide and further develop the Specialized Foot and Ankle Unit Service including Ankle Replacement Surgery. To provide Clinical Services to Orthopaedic patients in other state hospitals when requested by the HOD. To assist the HOD of Orthopaedic in the Administration and management of the Orthopaedic Services, including Trauma services at IALCH. Participate in the training, teaching and examinations of paramedical and medical under and postgraduate students in the field of Orthopaedic Surgery, including Arthroscopic Surgery. Establish protocols for the management of orthopaedic patients undergoing treatment in the specialized units at IALCH. Coordinate with the Heads of other Departments within IALCH and the relevant role players in the referring hospitals to ensure that patients requiring specialized Orthopaedic services are channelled appropriately and receive the highest quality of care. Coordinate with the Heads of departments of Surgical Disciplines and Critical Care Medicine to ensure optimal care of all orthopaedic patients at IALCH. Ensure that the environment complies with the Health and Safety Act, that staff adhere to the safety precautions and that staff welfare is maintained to attain optimal performance. To compile medium and long term expenditure framework and implement fiscal control measures on an ongoing basis for Orthopaedic Surgery and the Orthopaedic Trauma Unit when requested by the HOD. Develop outreach programmes in the areas of the Province in association with the Department of Health's Outreach Programme. Develop

clinical audit programmes for the management of orthopaedic patients in IALCH. Develop a research programme in Orthopaedics Surgery. Develop measures to ensure quality assurance. Participate in afterhours services when required.

- ENQUIRIES** : Dr PV Ryan Tel No: 031 240 2160
- POST 26/300** : **HEAD: CLINICAL UNIT – CARDIOTHORACIC SURGERY REF NO: HEADCLINUNITCARDIOTHO/1/2018 (X1 POST)**
- SALARY** : R1 643 352 per annum all-inclusive salary package (excluding commuted overtime) is payable to the successful candidate who will be required to enter into a permanent employment contract, as well as complete a Performance Agreement with the Manager of the post (excluding Commuted Overtime)
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
Applicants must be registered as a Specialist Cardiothoracic Surgeon with the Health Professions Council of South Africa for at least three (3) years and have three (3) years post registration experience as a Specialist Cardiothoracic Surgeon. Knowledge, Skills, Training and Competency Required: The incumbent should have a comprehensive knowledge of the specialty discipline of Cardiothoracic Surgery including all aspects of General Thoracic Surgery and Surgery for Acquired & Congenital Cardiovascular Disease. Surgical skills in the operative management of diseases within the specialty is an absolute prerequisite. In addition, teaching and computer literacy are essential requirements. The applicant must have undergone training in a cardiothoracic unit in an accredited academic centre either within the country or elsewhere. Competence in the clinical evaluation of the cardiothoracic surgical patient, interpretation of special investigations, especially radiological, operative intervention and post-operative management are of paramount importance.
- DUTIES** : The clinical management of patients. The conduct of surgical operations. The teaching of undergraduate and postgraduate students. Research interest and administrative abilities are regarded as key performance areas. Be part of a multi-disciplinary team when deemed necessary.
- ENQUIRIES APPLICATIONS** : Dr R Madansein Tel No: 031-2402114
Applications should be sent to: The Human Resource Manager Inkosi Albert Luthuli Central Hospital Private Bag X03 Mayville 4058 OR 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.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 13 July 2018
- POST 26/301** : **MEDICAL SPECIALIST – NUCLEAR MEDICINE REF NO: MEDSPECNUCMED/2/2018**
- SALARY** : Grade 1: R1 051 368 per annum all-inclusive salary Package (Excluding commuted overtime)
Grade 2: R1 202 112 per annum all-inclusive salary Package (Excluding commuted overtime)
Grade 3: R1 395 105 per annum all-inclusive salary package (excluding commuted overtime)

<u>CENTRE REQUIREMENTS</u>	: Inkosi Albert Luthuli Central Hospital : Specialist qualification as a Nuclear Medicine Physician. Current registration as a specialist Nuclear Medicine Physician with the Health Professions Council of South Africa / Registrars who have completed their training may apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the HPCSA. Knowledge, Skills Training and Competency Required: General Nuclear Medicine. Recent PET experience. Radionuclide therapy experience. Teaching and supervision of junior staff. Research involvement. Management ability. Good communication skills, attention to patient's needs. Team work. Research interest. Creative and forward-looking. The candidate must be able to maintain professional and ethical standards related to the nuclear medicine service. The appointment to Grade 1 : requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist in Nuclear Medicine. 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 and MMed qualification as a Nuclear Medicine specialist. The appointment to Grade 2 : requires appropriate qualification, registration certificate plus 5 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Nuclear Medicine. The appointment to Grade 3 : requires appropriate qualification, registration certificate plus 10 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Nuclear Medicine.
<u>DUTIES</u>	: Performance, interpretation and reporting of diagnostic nuclear medicine investigations. Patient management and clinical assessment. Patient treatment with unsealed sources. Responsible for patient care in the department and ward. Liaison with other disciplines and participation and input in multidisciplinary team meeting. Promotion of nuclear medicine applications. Promote clinical governance including implementation of clinical guidelines, protocols and clinical audits. Undertake relevant research and ongoing research output. Provide training within the service with evidence of teaching outcomes. Conduct research and research supervision. Research output. Assist with protocol updates and implementation, incident management and reporting, Provide after-hours care in accordance with the commuted overtime contract. Involvement in the provision of a professional clinical nuclear medicine service in the Durban region including assistance in satellite departments and outreach. Assist with the development of Nuclear Medicine department/s and staffing. Working with the Nuclear Medicine Management in the day-to-day running of the Department.
<u>ENQUIRIES APPLICATIONS</u>	: Dr N Nyakale Tel No: 031-2401877 : 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
<u>NOTE</u>	: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
<u>CLOSING DATE</u>	: 13 July 2018

<u>POST 26/302</u>	:	<u>MEDICAL SPECIALIST: GRADE 1: REF NO: HRM 25/2018(X1 POST)</u> Directorate: Dept. Of Obstetrics & Gynaecology
<u>SALARY</u>	:	GR 1: R991 857 – R1 052 712 per annum. (All inclusive salary package) plus commuted overtime
<u>CENTRE REQUIREMENTS</u>	:	King Edward VIII Hospital (KEH) MBCHB degree or equivalent PLUS registration with the HPCSA as a Medical Specialist PLUS current registration with HPCSA as a Medical Specialist (2018/2019). GR 1: None to less than 5 years actual experience after registration with the HPCSA as a Medical Specialist. Knowledge, Skills, Training and Competencies Required: Clinical knowledge, competencies and skills in Obstetrics and Gynaecology department, Sound knowledge of medical ethics, Good communication skills, leadership and decision making qualities, Ability to diagnose and manage common medical problems, knowledge of current Health and Public Service legislation, regulations and policies, concern for excellence.
<u>DUTIES</u>	:	Provide obstetrics and gynaecology services in designation area of responsibility within the accepted guidelines and protocols, provide support for the HOD in O&G in the management of the department, including human and financial resources, perform, interpret and report obstetrics and gynaecology procedures and studies, active participation in continuing medical education programs, participate in the Quality Improvement program in the department, participate in the clinical audit activities within the department, maintain clinical, professional and ethical standards related to obstetrics and gynaecology services rendered, actively participate in the academic under and post graduate teaching in the O&G training program (including clinical teaching), perform and supervise operational research activities in O&G, perform overtime as required in the Department, perform outreach as required by the Department
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. S.A. Moodley Tel No: 031 3603854 All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.
<u>CLOSING DATE</u>	:	13 July 2018
<u>POST 26/303</u>	:	<u>DEPUTY MANAGER MEDICAL PHYSICS (RADIATION ONCOLOGY) REF NO: DMMEDPHYSICS/1.2018</u> Department: Medical Physics
<u>SALARY</u>	:	R974 634 Inclusive package
<u>CENTRE</u>	:	Inkosi Albert Luthuli Central Hospital
<u>REQUIREMENTS</u>	:	BSc Honours Degree in Medical Physics, or equivalent. Registration with the HPCSA as a Medical Physicist (Ionising Radiation). At least three (3) years post registration working experience in clinical Medical Physics. Knowledge,

		Skills, Training and Competence Required: Management skills. Leadership and communication skills. Ability to solve Radiotherapy physics problems. Teaching/training skills. Sound knowledge of Radiotherapy equipment, dosimetry and treatment planning. Computer literacy. Understanding of Radiotherapy computer programmes. Radiation protection. Competency in performance of quality control procedures in Radiotherapy.
<u>DUTIES</u>	:	Coordinate and provide Medical Physics support for Radiation Oncology treatment units including specification, acceptance testing, commissioning, calibration, and quality assurance. Co-ordinate and provide Medical Physics support for Radiation Oncology Treatment Planning. Coordinate the implementation of new treatment techniques. Provide radiation protection services for the institution. Provide clinical Medical Physics advice as required in Radiotherapy. Training and education of Medical Physics Interns and other professionals in the department of Medical Physics. Lecture at undergraduate and postgraduate level in Radiotherapy.
<u>ENQUIRIES</u>	:	Dr Graeme L Lazarus Tel No: 031 2401855
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
<u>CLOSING DATE</u>	:	13 July 2018
<u>POST 26/304</u>	:	<u>DEPUTY MANAGER NURSING (LEVEL 1&2 HOSPITAL) REF NO: OSI DMN 1/2018 (X1 POSTS)</u>
<u>SALARY</u>	:	R801 918 per annum (all inclusive package) plus 8% inhospitable area allowance.
<u>CENTRE</u>	:	Osindisweni Hospital
<u>REQUIREMENTS</u>	:	Educational Qualification: Matric /Grade 12, Degree/ National Diploma: General Nursing and Midwifery, Proof of Registration with South African Nursing Council (2018), A minimum of 9 years' experience appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing, At least 4 years of the period referred to above must be appropriate/recognizable experience in management level. Knowledge And Skills Required: Service delivery innovation and problem solving, People management, Financial Management, Strategic Planning, Policy analysis and development, Management of equipment and supplies, Clinical and corporate Governance.
<u>DUTIES</u>	:	Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and

multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation.

- ENQUIRIES** : Mrs.NP Ngcobo Tel No: 032-5419201
- APPLICATIONS** : applications to be forwarded to: The Chief Executive Officer; Osindisweni Hospital; Private Bag X 15;Verulam, 4340
- CLOSING DATE** : 13 July 2018
- POST 26/305** : **ASSISTANT DIRECTOR: RADIOGRAPHY (GR 1) REF NO: AD: RADIOGRAPHY IMAGING -MRI/1/2018 (X1 POST)**
- SALARY** : R559 611 per annum plus 13th Cheque, Medical Aid – Optional. Plus Housing Allowance – employee must meet prescribed requirements.
- CENTRE** : Ialch
- REQUIREMENTS** : An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer. (Independent practice). A minimum of 3 years' experience in Diagnostic Radiography of which 2 years must be at a supervisory level within the radiology department after registration with HPCSA as a Diagnostic radiographer. Recommendations: Experience in working in a radiology department that has integrated HIS, RIS & PACS systems. Experience in advanced specialised radiological procedures. Knowledge, Skills Training And Competencies Required: Working knowledge and experience of radiography principles, systems and procedures performed within radiology department but not limited to, Angiography or CT scanning or Mammography,. Working knowledge and experience of radiography management. Sound knowledge of radiation safety regulations. Sound knowledge of diagnostic radiography equipment and protocols. Computer literacy. Working knowledge and experience of digital radiology workflows including HIS, RIS and PACS systems. Knowledge of radiographic training requirements. Knowledge of relevant public service policies, acts and regulations. Comprehensive knowledge of OHS Act and other relevant Health Acts. Knowledge of HR related policies and procedures. Working knowledge and experience of EPMDs. Knowledge of quality assurance policies Human resource management skills. Knowledge of basic supply chain processes. Sound interpersonal and problem solving skills. Good verbal and written communication skills.
- DUTIES** : Supervise and participate in the provision of clinical radiographic services during advanced specialised radiological procedures, by implementation of departmental policies & procedures, performance of imaging examinations whilst adhering to radiography protocols, practices, and techniques. Supervise and participate in the radiation protection program in a completely digital radiology and central hospital environment, ensuring that radiation safety protocols in compliance with the Department Of Health Radiation Control Directorate are adhered to. Participate in the training & development program for radiographers, by the implementation of appropriate training and development programs for radiography and assume specific trainer roles when delegated to oversee specific imaging areas within radiology. Participate in cost centre and forward stores supervision in the Angiography section of the department through ensuring efficient and effective control and use of surgical sundries, pharmaceuticals, equipment, miscellaneous stores and the radiology facility. Ensure procurement of consumables by leading, controlling and monitoring the replenishment of stock levels for the radiology department with the guidance of the manager. Ensure that all administrative functions required in the component and subcomponents are performed to the required standard, including employee performance, management and development systems. Perform overtime duties as required.
- ENQUIRIES** : Ms BV Mfeka Tel No: 031 2401950
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be

submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

<u>CLOSING DATE</u>	:	13 July 2018
<u>POST 26/306</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 SPECIALTY (REF NO: EKO 02/2018)</u>
<u>SALARY</u>	:	R532 449 – R599 274 per annum Other Benefits: 13 th cheque, 8% Rural allowance, medical aid (optional) and Housing allowance (employee to meet requirements)
<u>CENTRE REQUIREMENTS</u>	:	Ekombe District Hospital Senior certificate/Grade 12 Degree/diploma in General Nursing and Midwifery. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional nurse with SANC in General Nursing. At least 5 years of period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in Child Nursing Science. Current proof of registration with SANC (2018). Proof of experience endorsed by Human Resource office/ certificate of service. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programmes.
<u>DUTIES</u>	:	Coordination of optimal, holistic specialized nursing care provided within set standards and professional/legal framework: Plan/organize and monitor the objectives of the specialized unit in consultation with subordinates. Provide a therapeutic environment for staff, patients and the public. Provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient, based on scientific principles. Provide direct and indirect supervision of all nursing staff/housekeeping staff and to give guidance. Ensure continuity of patient care on all levels i.e. work book, handover rounds. Liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Manage effectively the utilization and supervision of resources: Human Resources: Planning of the allocation/change list, day and night duty and inputs for leave. Do readjustments as required on the shift to provide adequate nursing cover. Provide accurate record keeping and statistical information on training and staffing as requested including agency staff. Evaluate staff on work performance – according to staff management system. Execute disciplinary code and grievance procedure executed up to a certain level then referred to the nurse manager. Implement Employer Assistance Plan. Financial Resource: Monitor financial resources with emphasis on cost containment and the keeping of all records within the financial policies regarding tenders, procurement and the policy regarding revenue generation, i.e. UPFS. Order and monitor appropriate levels of consumable i.e. according to norms. Check all equipment to ensure working order and refer for repairs. Assess the suitability of equipment and consumables for specialized areas. Give budget inputs regarding consumables and equipment budget for financial year. Exercise the control functions to meet medical/legal obligations, i.e. weekly schedule drugs control, control of medication used. Check ward

dispensary. Daily emergency cart control. Services: Monitor services, i.e. linen and cleaning in conjunction with housekeeping staff. Monitor telephone use and keep records. Coordination of the provision of effective training and research: Plan for the provision, orientation, induction and mentoring of all nursing staff and orientation of other staff. Plan and coordinate training and promote learning opportunities for all nursing categories i.e. on the job training. Complete patient related data. Contribute to evidence based research. Provision of effective support to Nursing Services: Assist with relief duties of the supervisors. Partake overall specialized unit functions, i.e. team building. Maintain professional growth/ethical standards and self-development: Maintain the Code of Conduct: Public Service Professional Body. Seek learning opportunities: In-service training.

- ENQUIRES** : Ms PL Ntuli Tel No: (035) 834 8005
- APPLICATIONS** : All applications should be posted to: The Hospital CEO, Ekombe District Hospital, Private Bag x 203, Kranskop, 3268
- FOR ATTENTION** : Human Resource Manager: Mr SP Nene
- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. 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 certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. Failure to comply with the above instructions will be disqualify applicants. African males and people with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advised of the outcome of his/her application, in due course.
- CLOSING DATE** : 20 July 2018.
- POST 26/307** : **OPERATIONAL MANAGER (GENERAL STREAM) GRADE 1: REF NO: APP/05/2018**
- SALARY** : R420 318 - R473 067 per annum
Benefits: 13th cheque, medical aid (optional) and 8% rural allowance.
- CENTRE** : Appelsbosch Hospital (OPD)
- REQUIREMENTS** : Grade 12 qualification. Diploma /Degree in General Nursing or equivalent qualification that allows registration with the SANC as Professional Nurse & midwife. Registration with SANC as Professional Nurse. Proof of current SANC receipt (2018). Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Recommendation: Diploma in Nursing Administration. Proof of Computer Literacy. Knowledge, Skills Training and Competencies Required: Ability to interact with diverse stakeholders and health care users and givers. Good verbal, writing and communication skills. Facilitation and coordination skills. Problem solving skills. Ability to plan, organize and manage conflicts. Extensive knowledge of National and Provincial HIV related protocols/ Policies and guidelines. Ability to lead a team and to interact effectively with communication structures.
- DUTIES** : Supervise service delivery and develop all practices and system to ensure the provision of an effective patient care through health promotion programs and adherence to quality improvement practices. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders. Manage and monitor proper utilization of human, financial, physical and material resources. Participate in the analysis, formulation and implementation of nursing guidelines, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Encourage and monitor adherence to Batho Pele principles. Develop and control risk management system within the unit. Ability to manage grievances according to prescripts. Ensure that all staff adheres to

EPMDS. Provide an effective triage system within the OPD/ casualty unit and management of disaster.

ENQUIRIES : Mrs. MT Zondi Tel No: (032) 294 8000 ext. 261
APPLICATIONS : Human Resource Manager, P/Bag x 215, Ozwathini, 3242
FOR ATTENTION : Mr. AR Mthethwa
NOTE : Equity Target: African Male
CLOSING DATE : 13 July 2018

POST 26/308 : **CLINICAL NURSE PRACTITIONER (PHC) GR 1 & GR 2 REF NO: STC 04/2018 (X1 POST)**
Component: School Health Services

SALARY : Grade 1: R362 559 per annum
Grade 2: R445 917 per annum
Other Benefits: 13th cheque; 8% Inhospitable Rural allowance; Medical Aid (optional); Home Owner allowance (employee must meet prescribed requirements)

CENTRE : St Chads CHC
REQUIREMENTS : Senior certificate/Grade 12 or equivalent qualification. Degree/Diploma in Nursing Science and Midwifery. Current registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery (2018). Post-Basic Diploma in Clinical Nursing Science, Health assessment, Treatment and care (PHC) with a duration of at least one (1) year. Certificate of Service Endorsed by Human Resource Department. Appropriate/recognisable experience after registration in the Post Basic Qualification is recognised to determine the salary on appointment. **Grade 1:** A minimum of four/4 years appropriate/recognizable Nursing experience after registration as Professional Nurse with the SANC in General Nursing plus Clinical Nursing Science. **Grade 2:** A minimum of 14 years actual service and/or appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period must be appropriate/recognizable experience in PHC after obtaining the relevant 1 year post basic qualification required for the relevant speciality. Recommendation: Driver's license (code EB), Computer literacy. Knowledge, Skills And Experience Required: Knowledge of all applicable legislations such as Nursing ACTs; Mental Act; OH&S Acts; Batho Pele principles and patient right charter; Labour relations act; grievance procedures etc. Leadership; organizational; decision making and problem solving; conflict handling and counselling. Good verbal and communication skills. Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relation skill. Good insight of procedure and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

DUTIES : Provide quality comprehensive PHC by promoting preventative; curative and rehabilitative services for the clients and community. Administrative services such as providing accurate statistics and data management for evaluation and future planning; identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organizing. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Always promote scientific quality nursing care by functioning as a therapeutic team coordinating between hospital and community and prevention of medico-legal hazards. Ensuring proper utilization and safekeeping of basic medical equipment. Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account. Ensure Batho Pele principles are implemented. Work as part of multi-disciplinary team. Initiate community participation. Conduct environmental assessments to all schools. Implement the ISHP service package. Advocate for Nursing Professionalism and Ethics.

ENQUIRIES : Mrs C I Ndlovu Tel No: 036 637 9600
APPLICATIONS : All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, P.O.Box 2238 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.
FOR ATTENTION : Mr S.D.Mdletshe
NOTE : Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of

ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting), credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. 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 that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

- CLOSING DATE** : 20 July 2018
- POST 26/309** : **CLINICAL NURSE PRACTITIONER - SCHOOL HEALTH SERVICES: PRIMARY HEALTH CARE STREAM: REF NO: UMG01/37/18**
Component: Ndaleni Clinic
- SALARY** : Grade 1: R362 559 – R420 318 per annum PLUS 8% Rural allowance
Grade 2: R445 917 – R548 436 per annum Plus 8% rural allowance
Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional
[Employee must meet prescribed conditions
- CENTRE REQUIREMENTS** : Umgungundlovu District Office
: **Grade 1:** grade 12 (National Senior Certificate), Degree/Diploma in General nursing and Midwifery 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Registration with SANC as General Nurse, Midwife and Primary Health Care. A minimum of 4 years appropriate/recognizable experience as a General Nurse **Grade 2:** Matric grade 12 (National Senior Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training and Competencies Required: Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice. Good communication skills. Good interpersonal skills. , Team building and supervisory skills.
- DUTIES** : To develop and implement an integrated School Health Services within the comprehensive PHC services. Co-ordinate and facilitate Health Promotion and Education according to need of the school. Conduct Grade R/1 health assessment as per school essential package. Assist in the development of an effective follow-up programme for learners after referral and networking with other stakeholders. To initiate and maintain quality School Health Programmes. To conduct campaigns and mobilize the community. Supervision of staff under your component. To work in PHC Services Mobile or fixed clinic during school holidays or when need arise.
- ENQUIRIES APPLICATIONS** : Mrs NA Mbana Tel No: 033 395 4340
: All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg; 3200 or Hand Deliver to: 171 Hoosen Haffejee Street (Burg street)
- FOR ATTENTION** : 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 and Indian females.
<u>CLOSING DATE</u>	:	13 July 2018
<u>POST 26/310</u>	:	<u>PROFESSIONAL NURSE: SPECIALITY NURSING STREAM REF NO: PN (SPEC NURS) /2/2018 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R362 559 per annum Grade 2: R445 917 per annum Other Benefits: 13th cheque, Housing Allowance: employee to meet prescribed requirements. Medical Aid: optional
<u>CENTRE REQUIREMENTS</u>	:	Inkosi Albert Luthuli Central Hospital Degree/ Diploma in General Nursing and Midwifery and one (1) year post basic qualification in Paediatrics/Child Nursing Science. Current registration with SANC as General Nurse and relevant speciality. A minimum of 4 years appropriate/recognisable post registration experience as a General Nurse. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. Grade 2: Experience: A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific Speciality after obtaining the 1 year post basic qualification in the relevant speciality.
<u>DUTIES</u>	:	Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH. Internal rotation of staff within the relevant speciality will be exercised according to patients need. The incumbent will also be expected to do night duty. Act as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs N O Mkhize Tel No: (031) 240 1063 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.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current

employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 13 July 2018
- POST 26/311** : **PROFESSIONAL NURSE - SPECIALITY ADVANCED MIDWIFERY & NEONATOLOGY REF NO: GS 29/18 (X1 POST)**
Component: Nursing
- SALARY** : Grade 1: R362 559 - R420 318 per annum, PLUS 13th cheque, medical- aid (optional); Housing Allowance (employees must meet the prescribed requirement).
Grade 2: R445 917 - R548 436 per annum, PLUS 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional
- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg
Minimum Requirements: Degree/Diploma in General Nursing and Midwifery One (1) year post basic qualification in Advanced Midwifery and Neonatology Minimum of 4 years appropriate/recognizable experience as General Nurse Current registration with SANC. Recommendation: Relevant experience in an obstetrics ward/clinic will be an added advantage. Knowledge, Skills, Training and Competency Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of code of conduct, Labour Relations, Conflict Management and negotiation skills. Ability to function within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and patients rights charter. **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience as a General Nurse. **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the speciality after obtaining the one year post basic qualification in the relevant speciality.
- DUTIES** : Provision of quality nursing care through the implementation of standards. To develop and ensure implementation of nursing care plans. To participate in quality improvement programmes and clinical audit. Maintain accreditation standards through quality improvement and infection control standards and guidelines. To uphold the Batho Pele and patients rights charter principles. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student and patient teaching. Ensure ongoing education and in service training of EMTCT, BFHI and ESMOE. Participate in the implementation of priority programmes to reduce morbidity and mortality rate, communicable and non communicable diseases. Ensure the use of Maternal and Child updated protocols and guidelines in the hospital. Exercise control over discipline, grievance and Labour Relations issues according to laid down policies and procedures. Manage and supervise effective utilization of all resources e.g human, financial, material.
- ENQUIRIES APPLICATIONS** : Mrs. K T McKenzie Tel No: 033-897 3331
- FOR ATTENTION NOTE** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
Mrs. M. Chandulal
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. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 29/18. 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** : 13 July 2018
- POST 26/312** : **PROFESSIONAL NURSE SPECIALITY GRADE 1/2: REF NO: HRM 26/2018: (X5 POSTS)**
Directorate: Theatre
- SALARY** : Gr. 1: R362 559 – R420 318 per annum
Gr.2: R445 917 – R548 436 per annum
Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.
- CENTRE REQUIREMENTS** : King Edward VIII Hospital
: Matric/Senior Certificate or equivalent qualification, Degree / Diploma in General Nursing, registration with S.A.N.C. as a General Nurse and Specialty Nurse, one year Post Basic registration Degree/Diploma in relevant specialty plus 4 years appropriate / recognizable registration experience as a General Nurse, proof of current registration with SANC. Knowledge, Skills, Training, And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, good communication skills-verbal and written, Co-ordination and liaison skills, problem solving skills. **Gr. 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse. **Gr.2:** Minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant specialty.
- DUTIES** : Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide a therapeutic environment for staff, patients and public, provide comprehensive, quality nursing care, provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level, demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, assist with allocation/change list, day and night duty rosters and inputs for leave, assist in record keeping and provide statistical information on training and staffing, to assist in EPMDS evaluation of staff and implement EAP, assist in orientation, induction and monitoring of all nursing staff, to complete patient related data and partake in research, promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty, to assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift, to partake in overall specialized unit functions, i.e. team building, effective and efficient management of all resources.
- ENQUIRIES APPLICATIONS** : Mr. B.B. Khoza Tel No: 031 360 3026
: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we

receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 13 July 2018

POST 26/313 : **PHARMACIST ASSISTANT BASIC GRADE 2 OR PHAMACY ASSISTANT POST BASIC GRADE 1 REF NO: APP04/2018(X7 POST)**

SALARY : Pharmacist Assistant (Post Basic) Grade 1: R196 218 – R221 034 per annum
Pharmacist Assistant (Basic) Grade 2: R156 957 - R179 451per annum

CENTRE : Gcumisa clinic (X1 Post)
Efaye clinic (X1 Post)
Mambedwini clinic (X1 Post)
Bambanani clinic (X1 Post)
Emtulwa clinic (X1 Post)
Crammond clinic (X1 Post)
Mayizekanye clinic (X1 Post)

REQUIREMENTS : Grade 12 qualification, Registration Certificate with SAPC as Pharmacist Assistant Basic or Post basic. Registration with the SAPC for study towards Post Basic Pharmacist Assistant qualification. Proof of SAPC current registration (2018 annual receipt). Recommendation: Exposure in Primary Health Care Facility. Proof of Computer Literacy.

DUTIES : Perform all duties in accordance with the scope of practice, regulations and standard operating procedure. Be responsible for ordering, receiving, proper storage of general and thermo-labile medicines. Issuing of medicine to consultation rooms. Management of chronic medication dispensed by the supporting hospital, running the electronic system or manual system for stock take, stock levels and stock security. Prepare medicine for delivery and issuing of medicine parcels to patients in support to mobile clinics, ARV and TB clinic as well as WOBOT'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.

ENQUIRIES : Mr. A Mahabir Tel No: (032) 2948000 ext. 142

APPLICATIONS : Human Resource Manager, P/Bag x 215, Ozwathini, 3242

FOR ATTENTION : Mr. PK Mabaso

NOTE : Equity Target: African Male

CLOSING DATE : 13 July 2018