

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL  
DEPARTMENT OF EDUCATION**

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

- APPLICATIONS** : Applications should be sent by post addressed to The Director: Human Resource Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, 228 Pietermaritz Street, Pietermaritzburg, 3201
- FOR ATTENTION** : Ms PS. Mthembu
- CLOSING DATE** : 16 July 2018 at 16H30
- NOTE** : Applicants must ensure that they fully complete and sign Form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. Preference will be given to persons from designated groups including persons with disabilities. Directive to Applicants: Applications must be submitted on Form Z83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recently updated comprehensive CV, originally certified copies of all qualifications and RSA ID document, as well as a valid driver's license. Failure to attach the requested documents will result in the application not being considered. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No faxed applications will be considered. Note: The filling of the post will be done in terms of the Department's approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of employment. Please note: Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications.

**OTHER POSTS**

- POST 27/149** : **DEPUTY DIRECTOR: SCHOOL FEEDING REF NO: DOE/26/2018**  
(5 Year Renewable Contract)
- SALARY** : R657 558 per annum (Level 11) (All inclusive package to be structured in line with rules for MMS).
- CENTRE** : Pietermaritzburg, Head Office
- REQUIREMENTS** : A National Diploma or Bachelor's Degree in Public Administration coupled with three (3) or more years' junior management experience. Valid Drivers License. Computer Literacy. Competencies: The incumbent must have knowledge of project management in relation to the National School Nutrition Programme (NSNP), Knowledge of various computer packages. Good monitoring and evaluation skills. Must be prepared to travel extensively and work irregular hours. Knowledge of a wide range of activities and advanced management skills. The incumbent must possess the following attributes and skills: disciplined, innovative, creative, problem solving, presentations, negotiations, and motivation. Excellent written and communication skills are required as there will be a need for the verbal exchange of information requiring specialized and complex information and difficult explanation as well as tact and diplomacy. Proficiency in the drafting of complex notes/memos/letters/management and financial reports is required.
- DUTIES** : Develop and manage the implementation of NSNP policies and guidelines in the Province. Control the appointment of Service Providers. Oversee the process of application and approval letters for schools participating in the NSNP. Train and workshop SMTs, SGBs, Principals and District Staff. Oversee training on school nutrition programme policies. Monitor and evaluate the impact and efficiency of the feeding program. Manage the Resources of the Component, oversee implementation of EPWP project. Oversee implementation of UIF for Food Handlers. Compile and prepare monthly and quarterly statistics. Facilitate the process of monitoring the implementation of NSNP activities in districts. Conduct performance appraisals and assessments for staff under your supervision. Monitor

		the performance of the NSNP and EPWP grants and prepare quarterly narrative and performance reports to Treasury and Department of Basic Education timeously.
<b><u>ENQUIRIES</u></b>	:	Mr T.J.C. Cele - Tel No: 033 – 392 1083
<b><u>POST 27/150</u></b>	:	<b><u>DEPUTY DIRECTOR: GRANT MONITORING &amp; EVALUATION REF NO: DOE/27/2018</u></b> (5 Year Renewable Contract)
<b><u>SALARY</u></b>	:	R657 558 per annum Level 11 (All inclusive package to be structured in line with the rules for MMS).
<b><u>CENTRE</u></b>	:	Pietermaritzburg, Head Office
<b><u>REQUIREMENTS</u></b>	:	National Diploma or Bachelor's Degree in Accounting coupled with three or more years' junior management experience. Valid Drivers License. Computer Literacy. Competencies: Extensive knowledge of Supply Chain Management (SCM). Extensive knowledge of Procurement Policies and Basic Accounting System (BAS). Knowledge of financial management. Knowledge of prescripts and legislation relevant to education and conditional grants. The incumbent must have knowledge of project management of the National School Nutrition Programme (NSNP) Knowledge of various computer packages. Good communication skills. Good monitoring and evaluation skills. Must be prepared to travel extensively and work irregular hours. Skills: financial management, numeracy, decision making and problem solving, computer utilization, team building, conflict resolution, communication and interpersonal. Attributes: honesty, integrity and interpersonal relations.
<b><u>DUTIES</u></b>	:	Manage the allocation of school feeding budget. Manage the school feeding applications and ensure that they are in line with the NSNP prescripts and PFMA. Manage and control the processing of grant payments. Manage and consolidate financial reports. Manage school feeding service providers' database. Manage the resources of the component.
<b><u>ENQUIRIES</u></b>	:	Mr T.J.C. Cele - Tel No: 033 – 392 1083
<b><u>NOTE</u></b>	:	Driving, prolonged use of a computer and working additional hours occasionally is part of the working conditions of this position.
<b><u>POST 27/151</u></b>	:	<b><u>ASSISTANT DIRECTOR: DISTRICT CO-ORDINATOR (X6 POSTS)</u></b> (5 Year Renewable Contract)
<b><u>SALARY</u></b>	:	R334 545 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Umlazi District: Ref No: DOE/28/2018 Ilembe District: Ref No: DOE/29/2018 Harry Gwala District: Ref No: DOE/30/2018 Umgungundlovu District: Ref No: DOE/31/2018 Amajuba District: Ref No: DOE/32/2018 King Cetshwayo District: Ref No: DOE/33/2018
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma or Bachelor's Degree coupled with three (3) or more years' administrative experience. Valid Drivers License. Computer Literacy. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource Management, Technical Standards or Procedures, Needs and Priorities of Stakeholders and Managerial functions. Skills: Analytical thinking, Planning and Organizing, Problem Solving, Team building, conflict resolution, Research, Facilitation, Strategic Planning, Computer Literacy, Policy Formulation, Financial Management, Change/Diversity Management, ensuring Performance Standards remain adequate and that responsibilities are adhered to within budget limits, adaptability during changes to meet the goals. Excellent verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Manage the School Nutrition Program in the District. Manage the financial and procurement aspects of the School Nutrition Program in the District. Handle the operational aspects of the School Nutrition Program in the District.
<b><u>ENQUIRIES</u></b>	:	Mr T.J.C. Cele - Tel No: 033 – 392 1083

**POST 27/152** : **ASSISTANT DIRECTOR: SCHOOL FEEDING REF NO: DOE/34/2018 (X2 POSTS)**  
(5 Year Renewable Contract)

**SALARY** : R334 545 per annum (Level 09)  
**CENTRE** : Pietermaritzburg, Head Office  
**REQUIREMENTS** : An appropriate National Diploma or Bachelor's Degree coupled with three (3) or more years' administrative experience. Valid Drivers License. Computer Literacy. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource Management, Technical Standards or Procedures, Needs and Priorities of Stakeholders and Managerial functions. Skills: Analytical thinking, Planning and Organizing, Problem Solving, Team building, conflict resolution, Research, Facilitation, Strategic Planning, Computer Literacy, Policy Formulation, Financial Management, Change/Diversity Management, ensuring Performance Standards remain adequate and that responsibilities are adhered to within budget limits, adaptability during changes to meet the goals. Excellent verbal and written communication skills

**DUTIES** : Ensure compliance and adherence to the National Policies and Departmental procedures in respect of School Feeding Programme. Manage the maintenance of the database and monitor financial control over School Feeding Programme. Provide inputs on policy and procedures related to school feeding. Oversee the process of application and identify schools in poverty stricken areas. Manage the processing of claims. Supervise and guide subordinates.

**ENQUIRIES** : Mr T.J.C. Cele - Tel No: 033 – 392 1083

**POST 27/153** : **ASSISTANT DIRECTOR: GRANT MONITORING & EVALUATION REF NO: DOE/35/2018 (X2 POSTS)**  
(5 Year Renewable Contract)

**SALARY** : R334 545 per annum (Level 09)  
**CENTRE** : Pietermaritzburg, Head Office  
**REQUIREMENTS** : National Diploma or Bachelor's Degree in Accounting coupled with three or more years' relevant experience. Valid Drivers License. Computer Literacy. Competencies: Knowledge of SCM and Procurement Policies, PFMA, Administration procedures, Basic Accounting System (BAS), Public Service Regulations, Public Service Act, Treasury Instructions, National School Nutrition Grant Framework. Skills: Financial Management, Monitoring & Evaluation, Numeracy, Decision Making, Problem Solving, Team Building, Conflict Resolution, Interpersonal Skills and Excellent verbal and written communication skills. Attributes: Honesty, Integrity and Interpersonal Relations.

**DUTIES** : Oversee the checking of all claims and certify correctness. Coordinate the financial and cash flow reports. Ensure payment of service providers within time frames as per PFMA. Train and workshop district officials on expenditure management. Supervise and guide subordinates.

**ENQUIRIES** : Mr T.J.C. Cele - Tel No: 033 – 392 1083

**POST 27/154** : **ASSISTANT DIRECTOR: NUTRITIONAL GUIDANCE REF NO: DOE/36/2018 (X2 POSTS)**  
(5 Year Renewable Contract)

**SALARY** : R334 545 per annum (Level 09)  
**CENTRE** : Pietermaritzburg, Head Office  
**REQUIREMENTS** : National Diploma or Bachelor's Degree in Agriculture/Horticulture and Livestock coupled with (3) three or more years relevant technical experience. Valid Drivers License. Computer Literacy. Competencies: Knowledge: Food and nutrition systems, Food production in SA, Prescripts on Education and Food Safety, National School Nutrition Programme, Public Service Act, Human Resource Management, Employment Equity, Public Financial Management Act, Labour Relations Act and Basic Conditions of Employment Act. Skills: Driving, decision making, analytical and negotiation, planning and organizing, people management, problem solving, conflict management, project management, leadership, researching, presentation, understanding of buildings. Attributes: Value diversity,

		Loyal and Trustworthy, Confidentiality, Customer orientated, Accurate and attentive to detail. Excellent written and verbal communication skills.
<b><u>DUTIES</u></b>	:	Coordinate sustainable food production initiatives. Ensure implementation of NSNP policies and guidelines. Capacitate the Districts and schools on sustainable food production. Coordinate distribution of Agricultural implements.
<b><u>ENQUIRIES</u></b>	:	Mr T.J.C. Cele - Tel No: 033 – 392 1083
<b><u>POST 27/155</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: OFFICE OF THE DIRECTOR REF NO: DOE/49/2018 (X2 POSTS)</u></b> (5 Year Renewable Contract)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R226 611 per annum (Level 07) Head Office, Pietermaritzburg National Diploma in Public Administration or an appropriate relevant qualification. Competencies: Knowledge of a variety of work ranges and procedures such as Standards or Procedures and the needs and priorities of stakeholders. Skills: Analytical thinking, Computer Literacy, Financial Management, Change/Diversity Management, Ensuring that Performance Standards remain adequate and that responsibilities are adhered to, Verbal and Written Communication Skills. Attributes: Innovative, Honesty & Integrity, Creativity and Commitment.
<b><u>DUTIES</u></b>	:	Liaise with other institutions and individuals and execute commitments with regard to program. Exercise control over all functions and personnel under his/her supervision in order to determine if organizational goals are achieved and taking corrective actions, if deemed necessary. The effective functioning and utilization of personnel by means of effective resource utilization and the application of fair labour practices in order to achieve organizational goals. Supervise the compilation of nomination process to ensure that the required standards have been met. Supervise the receiving, numbering and sorting of defaulting service providers of the National School Nutrition Programme (NSNP) and monitor liaison with Supply Chain Management (SCM) for the initiation of procurement processes. Supervise the compilation of market assessment reports to Supply Chain Management in respect of tenders or quotations for the programme. Supervise the payment queries forwarded to the Office of the Director. Supervise the compilation of BAS analysis report for delayed payments. Check on the advice provided to service providers on compliance requirements regarding delayed payments. Supervise the preparation of all relevant and compliance documents to be submitted to SCM for the preparation of any required specification and exercise control over all functions and personnel reporting to you.
<b><u>ENQUIRIES</u></b>	:	Mr T.J.C. Cele - Tel No: 033 – 392 1083
<b><u>POST 27/156</u></b>	:	<b><u>AUXILIARY SERVICES OFFICER: FIELD MONITORS (X10 POSTS)</u></b> (5 Year Renewable Contract)
<b><u>SALARY CENTRE</u></b>	:	R183 558 per annum (Level 06) Umlazi District: Ref No: DOE/37/2018 Ilembe District: Ref No: DOE/38/2018 Harry Gwala District: Ref No: DOE/39/2018 Ugu District: Ref No: DOE/40/2018 Amajuba District: Ref No: DOE/41/2018 Umzinyathi District: Ref No: DOE/42/2018 King Cetshwayo District REF NO. DOE/43/2018 (X2 Posts) Zululand District: Ref No: DOE/44/2018 Umkhanyakude District: Ref No: DOE/45/2018 Uthukela District: Ref No: DOE/46/2018
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate. Competencies: Knowledge of computers, computer literacy in MS Word, MS Excel and other computer skills. Skills: Numeracy, Good Interpersonal Relations, Communication and Record keeping. Experience and proficiency in Supply Chain Management policies and prescripts or in Contract Management.
<b><u>DUTIES</u></b>	:	Monitor and report on the implementation of the school nutrition program at schools using the Monitor Respond and Respond (MRR) methodology and tools. Provide advice to Principals and School Governing Bodies on primary school

nutrition matters. Investigate complaints and compile reports. Follow up on approvals, payments, etc. and advise accordingly. Deliver documents to Head Office and Circuit Offices, ie. Applications for feeding scheme, payments, approval letters. Train Voluntary Food Handlers on the implementation of the programme using the MRR approach. Provide onsite support to schools in the management of the Service Level Agreement. Assist in the management of the Service Level Agreement by schools and service providers. Receive, number and sort defaulting service providers of the National School Nutrition Programme (NSNP) and liaise with supervisor through writing comprehensive reports on defaulting service providers.

**ENQUIRIES** : Mr T.J.C. Cele - Tel No: 033 – 392 1083

**POST 27/157** : **ADMINISTRATION CLERK: GRANT MONITORING & EVALUATION REF NO: DOE/47/2018**  
(5 Year Renewable Contract)

**SALARY** : R152 862 per annum (Level 05)  
**CENTRE** : Head Office, Pietermaritzburg  
**REQUIREMENTS** : Senior Certificate with Accounting. A National Diploma in Finance and Accounting will be an added advantage. Competencies: Knowledge: Applicable Legislation, Constitution, Public Service Act and Regulations, PFMA, Skills Development Act and Levies, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act. Skills: Communication, Computer Literacy, Problem solving, Good Interpersonal Relations, Driving. Attributes: Innovative, Honesty & Integrity and Commitment.

**DUTIES** : Process claims for schools and forward them to Head Office for approval. Process applications for school feeding scheme. Handle queries with regard to feeding scheme. Create and maintain a database for schools and suppliers. Attend to payment queries forwarded to Head Office. Compile an analysis BAS report for delayed payments. Advise service providers on compliance requirements delaying payments. Prepare all relevant and compliance documents to be submitted to SCM for the preparation of any required specification. Manage all internal NSNP contracts (Head Office and Districts). Update payment schedules and file all official documents. Capture purchase orders on Basic Accounting System (BAS). Attend to queries from service providers and end users. Facilitate timely submission of individual quarterly and annual reports.

**ENQUIRIES** : Mr T.J.C. Cele - Tel No: 033 – 392 1083

**POST 27/158** : **ADMINISTRATION CLERK: OFFICE OF THE DIRECTOR REF NO: DOE/48/2018**  
(5 Year Renewable Contract)

**SALARY** : R152 862 per annum (Level 05)  
**CENTRE** : Head Office, Pietermaritzburg  
**REQUIREMENTS** : Senior Certificate. National Diploma in Marketing Management will be an added advantage. Competencies: Knowledge of computers (MS Word, Excel, MS Office). Skills: Numeracy, Good Interpersonal Relations, Communication and Record keeping. Attributes: Innovative, Honesty & Integrity, Creativity and Commitment.

**DUTIES** : Assist in compilation of nomination process to ensure that the required standards have been met. Receive, number and sort defaulting service providers of the National School Nutrition Programme (NSNP) and liaise with Supply Chain Management (SCM) for the initiation of procurement processes. Provide market assessment reports to Supply Chain Management in respect of tenders or quotations for the programme. Attend to payment queries forwarded to the Office of the Director. Compile an analysis BAS report for delayed payments. Advise service providers on compliance requirements delaying payments. Prepare all relevant and compliance documents to be submitted to SCM for the preparation of any required specification. Manage all internal NSNP contracts (Head Office and Districts). Update payment schedules and file all official documents. Capture purchase orders on Basic Accounting System (BAS). Attend to queries from service providers and end users. Facilitate timely submission of individual quarterly

and annual reports. Liaise with other Directorates and individuals and execute commitments with regard to program.

**ENQUIRIES** : Mr T.J.C. Cele - Tel No: 033 – 392 1083

#### **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.*

#### **OTHER POSTS**

**POST 27/159** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1- SPINE (REF NO: GS 32/18)**  
Component: Orthopaedics

**SALARY** : R1 643 352 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 annually.

**CENTRE** : Greys Hospital: PMB Metropolitan Hospitals Complex (including Greys, Edendale and Northdale Hospital)

**REQUIREMENTS** : MBCHB or equivalent qualification that allows registration with the HPCSA as a Medical Specialist within the relevant discipline PLUS Current registration with the HPCSA as a Medical Specialist within the relevant discipline PLUS (3) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist within the relevant discipline. Knowledge, Skills, and Experience: Comprehensive knowledge base of a specialist Orthopaedic spinal surgeon in a tertiary hospital setting. Surgical and practical skills required from a specialist in Orthopaedic spinal surgery at a tertiary level including but not limited to the following: Deformity correction and/or decompression for acquired and congenital causes Tumour surgery: Biopsy, excision and stabilization Infection: Biopsy, debridement, grafting and stabilization Trauma. Possess sound knowledge of Human Resource Management, budgeting, program implementation, monitoring and evaluation, information management and quality assurance programs. Knowledge of current Health and Public Service Legislation, Regulations and Policy including medical ethics, epidemiology, budget control and statistics. Good communication, leadership, decision-making and clinical skills.

**DUTIES** : Service Provision: Participate in outpatient assessment and treatment, ward rounds and operative treatment of orthopaedic spinal patients. Continuously monitor service delivery, both at Grey's hospital and referring hospitals, and to institute quality improvement measures to correct deficiencies. Help with the development of District and Regional Orthopaedic Level of Care where the need exists. Participate in containment activities / practices Management: Assist in administrative duties related to the optimal functioning and service delivery in orthopaedics at Grey's Hospital and the relevant referral hospitals. Develop protocols and clinical pathways for effective/efficient management of acute and chronic Orthopaedic spinal conditions. Ensure that data is collected, analysed on the state of Orthopaedic Service in Outlying Drainage Areas to enable Policy/Strategy development. Participate in Clinical Governance (Morbidity / Mortality). Academic / Research: Provide both Academic and Clinical service functions at the Hospital, including ward rounds, outpatients clinics, clinical training ward rounds. Train under- and post-graduate students on both bedside training and classroom training at the hospital. Participate in both academic and clinical administrative activities as delegated by the Head of Department. Participate in Student/Registrar Assessments. Relevant Research as dictated by clinical need Outreach: Active participation in outreach program aimed at improvement of patient access to the relevant clinical services. To ensure skills transfer through teaching activities involving the relevant staff at District/Regional Outlying Hospitals.

**ENQUIRIES** : DR M E Senoge Tel No: 033 – 8973299

**APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

**FOR ATTENTION** : Mrs. M. Chandulal

- 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 30/18. 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** : 20 July 2018
- POST 27/160** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (GENERAL OBSTETRICS AND GYNAECOLOGY) REF NO: GS 33/18**  
Component: Obstetrics and Gynaecology
- SALARY** : R1 643 352 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 annually.
- CENTRE REQUIREMENTS** : Greys Hospital Pietermaritzburg  
: A qualification in Health Science: PLUS Current registration with the Health Professions Council of South Africa as a Specialist Obstetrician and Gynaecologist. A minimum of three (3) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Knowledge, Skills, and Experience: Sound clinical knowledge and experience in Obstetrics and Gynaecology Specialist Obstetrics and Gynaecology surgical skills. Colposcopy skills. Possess adequate skills to be able to carry out intermediate level minimally invasive surgery in Gynaecology. Knowledge of Human Resource Management, Information Management and Quality Assurance Programmes. Knowledge of current Health and Public Service Legislation, Regulations and Policies. Knowledge of medical ethics, Knowledge of budget control, epidemiology and statistics.
- DUTIES** : A Head Clinical Unit (General Obstetrics and Gynecology) is essential to ensure an optimal Obstetrics and Gynaecology service to Area 2. The incumbent's duties will include: Participate in the delivery, and support of General Obstetrics and Gynaecology services within Greys hospital, including Gynaecology surgery. Be responsible for the delivery, supervision and support of an effective Outreach programme for Obstetrics and Gynaecology within area 2, including: Compiling and implementing relevant protocols within area 2 for Obstetrics and Gynaecology. Implementing and monitoring clinical audit within area 2 (including Greys Hospital) for improvement of maternal and peri-natal stats in area 2. Teaching and building capacity within the staff in referring institutions and thereby ensuring appropriate management of and referral of patients. Participate in the development of and ongoing provision of under-and post graduate teaching of Obstetrics and Gynaecology in Pietermaritzburg. Participate in the delivery of 24-hour in and out-patient Obstetrics and Gynaecology service within the Pietermaritzburg Metropolitan Hospitals Complex. Assist the Head of Department by: Providing administrative assistance. Coordinating an effective Intern Training Programme for the Department. Assisting with staff development, evaluation and progress reporting. Assisting with the maintenance of standards of care and implementation of quality improvement programmes within the department. Conduct self-directed study to acquire knowledge and skills.
- ENQUIRIES APPLICATIONS** : DR T.D Naidoo Tel No: 033 8973292  
: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs. M. Chandulal

**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 30/18. 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** : 27 July 2018

**POST 27/161** : **MANAGER MEDICAL SERVICES REF NO: OSI MM 2/2018 (X1 POST)**

**SALARY** : R1 115 874 per annum (all inclusive package)  
Other Benefits: 18% inhospitable area allowance and commuted overtime

**CENTRE** : Osindisweni Hospital

**REQUIREMENTS** : Educational Qualification: Matric /Grade12, MBChB Degree, Proof of registration with HPCSA (2018/2019), a minimum of 5 years' experience after registration as Medical Practitioner. Knowledge And Skills Required: Ability to diagnose and manage common medical and surgical problems including emergencies in the major clinical disciplines. Knowledge of current health and public service legislation. Good communication and interpersonal skills. Ability to maintain meaningful relationships with all relevant stakeholders.

**DUTIES** : Provision of a safe, ethical, legal and high quality medical care at Osindisweni Hospital and attached Clinic. Provide support to all medical, allied, professional staff and manage their performance. Formulate policies and procedures for medical services and ensure that these are in accordance with the current statutory regulations and guidelines. Manage Clinical risks, provide clinical governance and ensure hospital efficiency. Maintain discipline and deal with grievance and labour relations issues in terms of the laid down policies and procedures in Medical and Allied Health sections. Participate in the Human Resources strategies in the institution and in the unit to ensure that development, training and continued education of staff is achieved. Management of financial resources and ensuring cost effective service delivery. Formulate strategic plans and operational plan in keeping with the requirement of the institution. Monitor and implement quality improvement plans of the component. Monitor and evaluate patients care delivery programmes. Monitor and implement medical equipment management plan. Perform clinical duties as the situation demands. Ensure that accurate & appropriate health records are maintained in accordance with legal & ethical principles.

**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** : 20 July 2018

**POST 27/162** : **MEDICAL SPECIALIST- SURGICAL GRADE I, 2 OR 3 REF NO: SPEC 04/2018 (X1POST)**

**SALARY** : GR1: R1 051 368 - R1 115 874 per annum  
GR2: R1 202 112 - R1 275 885 per annum  
GR3: R1 395 105 - R1 744 191 per annum  
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 Regional Hospital

- REQUIREMENTS** : **GR1:** Appropriate qualification as Surgeon that allows registration as a specialist with HPCSA plus current registration with HPCSA. **GR2:** Appropriate qualification as Surgeon that allows registration as a specialist with HPCSA plus current registration with HPCSA and 5 years appropriate experience as Medical Specialist after registration with HPCSA as a Surgeon. **GR3:** Appropriate qualification as a Surgeon that allows registration as a specialist with HPCSA plus current registration with HPCSA and 10 years appropriate experience as Medical Specialist after registration with HPCSA as a Surgeon. Certificate of Service endorsed by Human Resource Department. Knowledge, Skills, Training and Competencies Required: Sound clinical knowledge and skills in Surgery. Good verbal and written communication skills and interpersonal skills. Ability to work in a multi-disciplinary team, tolerate stress. Experienced teaching and supervisory abilities. Awareness of cross-cultural differences. Laparoscopy skills and experience. Knowledge of all Public Service Legislation, Policies and procedures. Medical Ethics, epidemiology and statistics.
- DUTIES** : Training of undergraduates and post graduated medical students and allied Health personnel, and participate in formal teaching as required by the Department. Conduct, assist and stimulate research relevant to Surgery. To represent the Department where requested by the Department and Hospital Manager. Responsibility for co-ordinating intern and community service doctors training. Assist junior doctors preparing for higher Diploma in Surgery. Provide in-patient clinical services. Endoscopy skills and ability to train junior staff. Maintain clinical, professional and ethical conduct. Administrative responsibilities. Active participation in quality improvement programs including clinical audits and continuous professional development activities. Assist the Departmental Manager to ensure optimal service delivery. Assist with the development of protocols and policies. Provide effective and efficient consultant care at regional level. Performance of overtime duties is required – after hours and weekends.
- ENQUIRIES** : DR. M.E Pule Tel No: 036 6372111 EXT 1155
- APPLICATIONS** : all applications should be forwarded to: The Hospital Manager: Applications Ladysmith Hospital; Private Bag X 9928; Ladysmith; 3370
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department OR from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copy of Identity Document. Updated Curriculum Vitae with full record of service. Certified Copy of Highest Educational Qualifications. The Circular Minute Number must be indicated in the column provided on the Z83, e.g. HRM 2/2011. NB: Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Ladysmith Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Persons with disability are encouraged to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.
- CLOSING DATE** : 03 August 2018
- POST 27/163** : **MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 31/18 (X3 POSTS)**  
Component: Orthopaedics
- SALARY** : Grade 1 – R780 612 per annum  
Grade 2 – R892 551 per annum  
Grade 3 - R1 035 831 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. Incumbents will have to sign the commuted overtime contract form.
- CENTRE** : Greys Hospital; Pietermaritzburg

- REQUIREMENTS** : MBCHB Degree Plus Current Registration with the Health Professions Council of South Africa as a Medical Practitioner. Recommendations: Appropriate experience in Orthopaedics in relation to Grade 2 and Grade 3 post would be an advantage. Knowledge, Skills, and Experience: Good knowledge of current health and public service legislation and policy, medical ethics, epidemiology and statistics. Good decision making, analytical and communication skills. Computer Literacy. **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa.
- DUTIES** : Assessment, investigation and management of patients in Clinics, Wards and ICU, including after-hour service. Consultation and communication with colleagues and junior staff. Participate in Quality Assurance /Audit and statistics and information acquisition and review. Clinical responsibility with after-hours participation. Participate in Academic Programmes in Orthopaedic Department. Assess and manage patient load and disposal in Clinics, Wards and ICU. Assisting, developing and implementing of New Services and the utilization of New Equipment. Active participation in outreach programme aimed at improvement of patient access to the relevant clinical services.
- ENQUIRIES** : DR M E Senoge Tel No: 033 – 8973299
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs. M. Chandulal
- 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 30/18. 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** : 20 July 2018
- POST 27/164** : **MEDICAL OFFICER GRADE 1/2 REF NO: HRM 28/2018 (X1 POST)**  
Directorate: Dept of Medicine
- SALARY** : GR 1: R780 612 – R840 942 per annum (All inclusive salary package)  
GR 2: R892 551 – R975 945 (All inclusive package)
- CENTRE** : King Edward VIII Hospital (KEH)
- REQUIREMENTS** : MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2018/2019). Compulsory Overtime: Commuted overtime is compulsory for these posts. Knowledge, Skills, Training and Competencies Required: Good decision making, problem solving, leadership and mentoring skills, sound medical ethics skills, good communication skills, computer skills, service delivery orientated, policy development. **GR 1:** None to less than 5 years after registration

with the HPCSA as an Independent Medical Practitioner. **GR 2:** 5 years to less than 10 years experience after registration with the HPCSA as an Independent Medical Practitioner.

**DUTIES** : Daily ward rounds at Haemodialysis unit at St. Aidans Hospital, to assist in Acute Medical Unit (AMU), to efficiently execute duties which support the aims and objectives of Department of Medicine in providing care for in patients and outpatients in the Department of General Medicine, to supervise the training of interns, and undergraduate medical students in Medicine, to participate in and contribute to the research and outreach activities of the Department of Medicine, attain competency in recognizing and managing common medical disorders, manage inpatients and outpatients, follow-up-clinic including MOPD, Medical Emergency Unit and Antiretroviral clinic, discharge of patients who are fit for discharge with appropriate arrangements made for follow-up and step down care, function independently to manage medical emergencies, attain competency in performing invasive procedures, counselling of patients and family members, provide community orientated clinical service and support primary health care service, liaise and consult with other disciplines e.g. Surgery, Obstetrics and Gynaecology, etc., attain, knowledge of rational drug treatment, participate in quality improvement programs, clinical audits, peer review meetings and policy development, attendance, participation and presentation in academic program of the department, function as a member of a multi-disciplinary team including nursing staff and allied disciplines, candidate must be prepared to perform after hour duties (commuted overtime).

**ENQUIRIES** : Dr. S.A. Moodley – Tel No: 031 360 3854

**APPLICATIONS** : 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](http://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. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

**CLOSING DATE** : 20 July 2018

**POST 27/165** : **OPERATIONAL MANAGER-SPECIALTY (PEDIATRICS AND KMC UNIT) REF NO: CL04/2018**

**SALARY** : R532 449 – R599 274 per annum

**CENTRE** : Clairwood hospital

**REQUIREMENTS** : National Senior Certificate (Grade 12) Diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse and Midwife. Current registration with the South African Nursing Council (SANC) 2018. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to the above must be appropriate/recognizable experience in the specific specialty after obtaining the 1

year post-basic qualification in the relevant speciality (Pediatrics). Certificate of service endorsed by HR Department. 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 Procedures, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under Management. Insight into procedures and policies pertaining to the nursing care Leadership, organizational, decision making and problem solving abilities within the Limit of the public sector and institution policy framework Interpersonal skills including public relations, negotiating, conflict handling and Counselling skills Computer skills in basic programmes.

**DUTIES**

: Plan/organize and monitor the objectives of the 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 patients, 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 meeting with nursing supervisor and subordinates. Promote quality nursing and health services as directed the scope of practice and standards as determine by the speciality. Ensure that patients receive quality health care through effective co-ordination of servicers and liaison with all disciplines. Assist with planning, organizing and monitoring of the objectives of the unit. Ensure the availability of all resources required to run the department effectively and efficiently. Participate in budget planning and monitoring of the financial resource. Ensure that the staff is effectively utilized through monitoring and adequate supervision. Provide direct and indirect supervision of night/day staff. Facilitate in orientation/induction and in-service training of all staff within the unit Participate in the implementation of priority programs e.g. National Core Standards; PMTC, MCWNH, IMICI, and Infection Prevention Control, Health and all programs related to promoting health. To be conversant with Kangaroo Mother Protocols, Mother baby friendly initiative, prevention of mother to child transmission protocols and the implementation thereof. To ensure accurate daily, weekly and monthly data verification in the unit. To be actively involved in the Child PiPP and perinatal identification problem programme.

**ENQUIRIES**

: Mrs. N Linda: Tel No: 031 451 5177

**APPLICATIONS**

: Applications may be sent to: Attention: Human Resource Department, Clairwood Hospital, Private Bag X04, Mobeni 4060 or Hand deliver: 1 Higginson Mubeni 4060

**NOTE**

: The contents of this Circular Minute must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place. Directions to candidates, the following documents must be submitted: Application for Employment form (Z83), obtainable at any Government Department or from website –www.kznhealth.gov.za. Certified copies of educational qualifications, Identity Documents-not copies of copies Curriculum Vitae, The reference number must be indicated in the column provided on the form Z83. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered. Please note that due to a large number of applications we envisage to receive, applications will not be acknowledged. However, should you not received any response after two months after the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for the posts. The appointment is 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).

**CLOSIND DATE**

: 20 July 2018

**POST 27/166** : **OPERATIONAL MANAGER NURSING GR 1 (SPECIALITY PAEDIATRICS) REF NO: GS 30/18**  
Component: Nursing

**SALARY** : Grade 1: R532 449 per annum, PLUS 13<sup>th</sup> cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)

**CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg  
: Minimum Requirements: Diploma/Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. A Post–basic nursing qualification in Paediatric Nursing Science with a duration credited with the SANC. Current registration with the South African Nursing Council A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining the one year post basic qualification in the relevant speciality. Recommendation: At least 3 years of experience in a supervisor’s capacity will be an advantage. Knowledge, Skills, Training and Competency Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Rules and Regulations. Sound knowledge of scope of practice. Good communication, leadership, interpersonal and problem solving skills. Knowledge of Code of Conduct and Labour Relations. Ability to function well within a team. Conflict management and negotiation skills: Decision making and problem solving skills. Skills in organizing, planning and supervising. Knowledge of Batho Pele Principles and Patients Rights Charter.

**DUTIES** : Ability to provide professional leadership. Provision of Quality Nursing Care through the implementation of Standards, Policies and Procedures coupled with supervision and monitoring the Implementation thereof. To develop and ensure implementation of Nursing Care Plans. To participate in Quality Improvement Programs and Clinical Audits. Attend Mortality Meetings Monthly and ensure that avoidable factors are addressed. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients Rights Charter principles. Provide a safe, therapeutic environment as laid down by the Nursing Act. Occupational Health and Safety and all other applicable prescripts. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour relation issues according to the laid down policies and procedures. Manage and supervise effective utilization of all resources eg. human, financial, material etc. Implementation and management of Infection Prevention and Control protocols. Participate in performance reviews i.e. EPMDS as well as student progress reports. Implement and sustain MCWH Programs/Practices e.g. CHIP, BFHI, PMTCT etc. Participate and ensure implementation of National Core Standards, National Health Priorities, quality improvement initiatives including national priority program plans.

**ENQUIRIES APPLICATIONS** : Mrs. K T McKenzie Tel No: 033-897 3331  
: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

**FOR ATTENTION NOTE** : Mrs. M. Chandulal  
: Directions To Candidates: The following documents must be submitted: 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 30/18. 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** : 20 July 2018

**POST 27/167** : **ULTRASOUND RADIOGRAPHER- SPECIALITY –GRADE 1, 2 OR 3 REF NO: RADIOLOGY 01/2018 (X1 POST)**

**SALARY** : GR1: R374 364 - R428 046 per annum  
GR2: R440 982 – R504 219 per annum  
GR3: R519 456 – R559 611 per annum  
Other Benefits: 12% Inhospitable Rural Allowance of Basic Salary

**CENTRE REQUIREMENTS** : Ladysmith Regional Hospital  
Senior certificate (Grade 12) or equivalent qualification. An appropriate National Diploma/Degree in Ultrasound Registration with the S.A. Health Professionals Council as an Ultrasound Radiographer. Current registration with HPCSA as a practising Ultrasound Radiographer. **Grade 1:** Four (4) years appropriate experience after registration with the Health Profession Council of South Africa (HPCSA). **Grade 2:** minimum of 10 years appropriate experience after registration as an Ultrasound Radiographer with the HPCSA. **Grade 3:** minimum of 20 years appropriate experience after registration as an Ultrasound Radiographer with the HPCSA. Applicants with a four (4) year Radiography Speciality qualification (not in possession of Diagnostic Radiographer may Apply and will be appointed as Diagnostic Radiographer. Certificate of service endorsed by Human Resource Department. Knowledge, Skills, Training, and Competencies: Sound knowledge of obstetrics& gynaecology, general, cardiac and vascular ultrasound procedures and equipment. Basic knowledge of musculoskeletal ultrasound. Sound report writing and administrative skills. Computer literacy. Knowledge of relevant Health and Safety Acts & infection control measures. Ability to communicate effectively and problem solving skills. Good interpersonal relations and ability to perform well within a team. Ability to work autonomously.

**DUTIES** : To provide high quality ultrasound service according to patient needs. Correct interpretation and reporting of ultrasound scans. To promote good health practices and ensure optimal care of patients. To execute all clinical procedures competently to prevent complications. To perform reception, clerical duties as required. To compile reports as required in working environment. To contribute to the overall running of ultrasound services. To comply with and promote Batho Pele principles. To inspect and utilize equipment professionally and thus ensure compliance with safety regulations. To participate in quality improvement programs.

**ENQUIRIES APPLICATIONS** : MR. B. Mbana Tel No: 036 6372111 EXT 1125  
all applications should be forwarded to: The Hospital Manager: Applications Ladysmith Hospital; Private Bag X 9928; Ladysmith; 3370

**NOTE** : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department OR from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copy of Identity Document. Updated Curriculum Vitae with full record of service. Certified Copy of Highest Educational Qualifications. The Circular Minute Number must be indicated in the column provided on the Z83, e.g. HRM 2/2011. NB: Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of advertisement, please accept that your application was unsuccessful. Ladysmith Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Persons with disability are encouraged to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

**CLOSING DATE** : 03 August 2018

**POST 27/168** : **CLINICAL NURSE PRACTITIONER REF NO: SAHMEADOW 10/2018**  
Branch: Meadowsweet Clinic

**SALARY** : Grade 1: R362 559 per annum

		Grade 2: R445 917 per annum Other Benefits: 13 <sup>th</sup> cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
<b><u>CENTRE REQUIREMENTS</u></b>	:	ST Andrew's Hospital: Harding Senior Certificate. Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse. <b>Grade 1:</b> Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. <b>Grade 2:</b> Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures, Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross cultural awareness.
<b><u>DUTIES</u></b>	:	To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs VV Ncume Tel No: 039-4331955 EXT 286 all applications should be forwarded: The Chief Executive Officer. ST Andrews Hospital, Private Bag X1010 Harding, 4680. or Hand Delivery: 14 Moodie Street, Harding 4680
<b><u>FOR ATTENTION NOTE</u></b>	:	Human Resource Manager
<b><u>CLOSING DATE</u></b>	:	People with disability and African male are encouraged to apply 20 July 2018
<b><u>POST 27/169</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER – FRANKLIN CLINIC REF NO: EGUM 02/2018 X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R362 559 – R420 318 per annum Grade 2: R445 917 – R548 436 per annum Other Benefits: 13 <sup>th</sup> cheque/service bonus, Rural Allowance of 8%, Home owners Allowance, (Employee must meet prescribed requirements), Medical Aid (Optional)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Institution: E G & Usher Memorial Hospital Matric or senior certificate. Diploma / Degree in General nursing and midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. 1 (One) year post basic qualification in Primary Health Care accredited by SANC. Proof of current registration with South African Nursing Council as a General Nurse, Midwife and Primary Health Care Nurse (SANC Receipt for 2018). Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. Knowledge, Skills, Training and Competencies Required: Knowledge of Nursing care and procedures; Knowledge of SANC Rules and Regulations and other relevant Legal Framework; Knowledge of Quality Assurance programmes, Batho Pele principles and Patient Rights Charter; Human Resource Management and basic financial management skills. Leadership, supervisory and report writing skills. Good communication, counselling, interpersonal relations, conflict management, decision making and

problem solving skills. Recommendations: Valid driver code 8 (B) or 10 (C1). **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing of which at least 10 years must be appropriate / recognizable experience after obtaining one year Post Basic qualification in Primary Health Care.

**DUTIES** : Ensure proper utilisation and safekeeping of basic medical equipment, surgical stock, and pharmaceutical stock. Provide quality comprehensive Primary Health Care by providing promotive, preventive, curative and rehabilitative services for the clients and the community. Assist in the orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. Execute duties and functions with proficiency and perform duties according to scope of practice and by upholding the principles of Batho Pele. Implement Infection Control Standards and practices to improve the quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Maintain a constructive working relationship with nursing and other stakeholders. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. Support the realisation and maintenance of Ideal Clinic Programme in the facility. Ensure that programmes on staff development and training are in place. Motivate junior staff regarding development in order to increase level of expertise and assist patients to develop a sense of self-care. Implement standards, practices criteria for quality nursing.

**ENQUIRIES** : Mr. B. Khowane Tel No: 039- 797 8100  
**APPLICATIONS** : Direct your application quoting the relevant reference number to: Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).

**NOTE** : Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts.

**CLOSING DATE** : 20 July 2018

**POST 27/170** : **PROFESSIONAL NURSE (GENERAL STREAM) REF NO: SAHKWAJALI 09/2018**  
 Branch: Kwajali Clinic

**SALARY** : Grade 1: R241 908  
 Grade 2: R297 516  
 Grade 3: R362 559  
 Other Benefits: 13<sup>th</sup> cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

**CENTRE** : ST Andrew's Hospital: Harding  
**REQUIREMENTS** : **Grade 1:** Senior certificate. Diploma in General nursing and Midwifery. Current registration with SANC as a General nurse and Midwifery. **Grade 2:** Senior Certificate. Diploma in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwifery. A minimum of ten (10) years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. **Grade 3:** Senior Certificate. Diploma in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwifery. A minimum of ten (20) years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures, Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross cultural awareness.

**DUTIES** : To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and

perform duties according to scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources.

- ENQUIRIES** : Mrs VV Ncume Tel No: 039-4331955 EXT 286  
**APPLICATIONS** : all applications should be forwarded: The Chief Executive Officer. ST Andrews Hospital, Private Bag X1010 Harding, 4680. or Hand Delivery: 14 Moodie Street, Harding 4680  
**FOR ATTENTION** : Human Resource Manager  
**NOTE** : People with disability and African male are encouraged to apply  
**CLOSING DATE** : 20 July 2018

#### **DEPARTMENT OF TRANSPORT**

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

- APPLICATIONS** : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.
- 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), certified copies of identity document as well as valid driver's licence (where a driver's licence is a requirement). Applicants must provide proof of supervisory or management experience (where it is a requirement) and certified copies of acting appointment letters for occupying acting positions. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. 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 due to the volume of applications and should you not receive 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 these post(s).

#### **MANAGEMENT ECHELON**

<b><u>POST 27/171</u></b>	<b><u>DIRECTOR: MOTOR TRANSPORT SERVICES (REF NO: P 22/2018)</u></b>
<b><u>SALARY</u></b>	R948 174 per annum (all Inclusive, flexible remuneration package)
<b><u>CENTRE</u></b>	Head Office, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	An undergraduate qualification (NQF level 7) in Public Admin, Public Management or Law as recognised by SAQA; plus A minimum of 5 years' experience at a middle/senior managerial level in a Licensing or Regulation environment; plus a valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: Research capabilities. Knowledge of Financial Management practices, PFMA (Act 1 of 1999) inclusive of Accounting Procedures/Revenue and Debt Management. Knowledge of Budget/Expenditure principles and procedures. Knowledge of reporting procedures. Knowledge of Road Traffic Management Corporation (RTMC) Legislation, Policy & procedures. Knowledge of Information Systems. Knowledge of Road Traffic Legislation, Provincial and National. Knowledge of National Traffic Information System (NaTIS/eNaTIS). Knowledge of Economic principles and policies. Knowledge of Contract Management & Administration. Knowledge of Criminal Procedures Act. Knowledge of Delegation of Authority to the Department of Transport and Provincial Fleet. Knowledge of project management, business planning and risk management. Knowledge of Procurement/Provisioning Policies and Procedures as well as the PPPFA, KZN Procurement Act and Supply Chain Management practices. Knowledge of asset management/SCM processes. Knowledge of applicable SABS Standards Legislation & SABS Codes of Practice. Knowledge of SARS/Customs and Exelse legislation applicable to Motor Vehicle Importation etc. Knowledge of PAJA/PAIA (Access to information processes). Knowledge of OH&S Legislation. Advanced Legal Administration/Development/Drafting/Interpretation of Legislation/Policy/Procedures (Analytical) skills. Advanced Project Management Contractors appointed both long term and short term Large Projects and Small (TCO, MTS New Building & eNaTIS) skills. Advanced Writing/literacy skills (complex legal documents, not limited to discipline but inclusive of Cabinet Memoranda, drafting of speeches and Agency Agreements etc.). Motivational, Revenue Management and complex numeracy skills. Negotiation/Influencing skills. Diplomacy skills (Provincially, Nationally and Internationally). Computer literacy as well as contribute towards software development (eNaTIS). Research skills. Complex general knowledge skills and providing information requiring tact and diplomacy. Skills in management of a large staff complement/Agency Management. Organizational behavior skills. Specialized investigation skills to identify eNaTIS fraud. Skills in chairing of meetings. Formal Facilitation/Presentation/Public Speaking skills. Statistical Analysis skills. Strategic Planning skills inclusive of Organisational/Financial Planning. Problem solving and decision making skills. Group dynamics and diversity management skills. Excellent communication skills. Contract/Agency Agreement Management skills. National Traffic Information System (NaTIS/eNaTIS) skills. Specialized related motor vehicle systems skills. Criminal Procedures Act and Road Traffic Management Corporation (RTMC) Act skills. National and Provincial Road Traffic Legislation skills. Advanced Financial Management/Administration/PFMA application/Treasury Practice Notes/Budget/Revenue collection and over payment of all RTMC Levies (in other provinces this function is either performed by the Treasury or the CFO/Finance Directorate) skills. Batho Pele White Paper skills. Specialised Training skills. Asset management skills. The ideal candidate should be assertive/a team leader, accurate even under pressure, diplomatic, open minded/transparent, responsible/accountable/reliable and be a firm believer in

quality control. He/she should also be honest, have integrity, be innovative/creative, trustworthy and have the ability to negotiate.

**DUTIES** : Manage the Provision of Motor Vehicle Regulatory Administration and Related System Services. Manage Registering Authority Revenue, Debt, Agency and KZN Fleet Procurement. Manage the Provision of Contract Management to Registering Authorities. Manage Choice Numbers and Auxiliary Services. Manage Resources of the Directorate.

**ENQUIRIES FOR ATTENTION NOTE** : Ms F Sithole Tel No: 033 – 355 8886  
 : Mr C McDougall  
 : It is the intention of this Department to consider equity targets when filling this position.

**CLOSING DATE** : 30 July 2018

**OTHER POST**

**POST 27/172** : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT SERVICES (PUBLIC & FREIGHT TRANSPORT) (REF NO: P 23/2018)**  
 Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

**SALARY CENTRE REQUIREMENTS** : R697 011 per annum (all inclusive remuneration package)  
 : Head Office, Pietermaritzburg  
 : An appropriate recognized Bachelor's Degree / National Diploma in Public Management (NQF level 6); plus A minimum of 3 years' junior management experience in Public Transport; plus Possession of a valid driver's licence (minimum Code EB). Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Act and Public Service Regulations. Knowledge of Service Delivery Framework. Knowledge of Project Management Principles. Knowledge of Skills Development Act. Knowledge of Higher Education and Training Act and Further Education and Training Act. Knowledge of National Skills Development Strategy. Knowledge of National and Provincial Practice Notes. Knowledge of National Development Plan. Knowledge of Labour Relations Act. Knowledge of Provincial Growth and Development Plan. Knowledge of Occupational Health and Safety Act. Knowledge of Intergovernmental Matters. Knowledge of Promotion of Equity and Prevention of Unfair Discrimination. Knowledge of Legislative Mandates. Knowledge of Management of Information Systems. Strategic planning and organizational skills. Report writing, analytical and computer skills. Problem solving, decision making and risk management skills. Driving and communication (written and verbal) skills. People management and leadership skills. Ability to work under pressure. Time management, language and listening skills. Presentation and interpersonal relations skills. The ideal candidate should be proactive, have commitment, honesty and integrity. He / she should also be innovative, reliable, be receptive to ideas and suggestions, be punctual and professional.

**DUTIES** : Provide support with the preparation and consolidation of the branch business plans, operational plan, procurement plan, etc. Administer general personnel and financial administration matters of the branch. Administer, prepare and control the budget of the branch. Manage stakeholders and the office of the Deputy Director-General. Develop policies and strategies aimed at improving service delivery. Manage resources of the Sub-directorate.

**ENQUIRIES FOR ATTENTION NOTE** : Ms F Sithole Tel No: 033 – 355 8870  
 : Mr C McDougall  
 : It is the intention of this Department to consider equity targets when filling this position. The Successful candidate will be required to enter into a Performance Agreement. Shortlisted candidates may be required to undergo a competency test.

**CLOSING DATE** : 23 July 2018