

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

OTHER POSTS

- POST 35/140** : **HEAD CLINICAL DEPARTMENT REF NO: HCDPAEDS/2/2018**
Department: Paediatrics and Child Health
This is a re advert. Candidates who have applied before need to reapply
- SALARY** : R2 054 577 per annum all-inclusive salary package (excluding commuted overtime)
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Registration with the Health Professional Council of South Africa as a Paediatrician. MMed or equivalent (MMed Sci, MPhil) and/or a PhD and/or an established and demonstrated record of research experience (5 or more publications in peer reviewed journals) and /or evidence of supervision of registrars /fellows (3 or more candidates). A minimum of three (3) years' experience after registration with the HPCSA as a Paediatrician must include experience in clinical management as a clinical head of unit; Recommendation: Evidence of quality teaching and learning practice. Evidence of management and administrative skills. Computer literacy AND A valid driver' s licence. Knowledge; Skills; Training and Competence Required: Skills: Clinical, procedural and training skills. Counselling and conflict resolution skills. Leadership, administration, management skills, programme planning, strategic planning supported by evidence of experience in these areas. 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 Paediatricians of South Africa and the University of KwaZulu-Natal. A high level of knowledge of the field of Paediatrics and Child Health.
- DUTIES** : On the clinical side, incumbents will manage clinical services in an extended area of the province, which promotes the provision of clinical services for Region 1 and beyond the major metropolitan centres. The incumbent would be expected to apportion their time and energy appropriately between the major centres in the envisaged teaching/service platform (Durban, Pietermaritzburg, Empangeni, Stanger and Port Shepstone). The incumbent will also develop research initiatives, which focus on the enhancement of service delivery in the context of the burden of disease. The incumbent should also ensure that clinical service in Region 1 are co-ordinated and these are in line with the teaching platform of the University of Kwa-Zulu Natal. Through this, we will increase equality of service delivery, and enhance the development of our decentralised training platform in line with the needs arising from the National Development Plan. Involvement in relevant administration structures of the Department of Paediatrics and Child Health, UKZN in coordination with the Academic Head of Department. Contribute to the co-ordination of specialist Paediatrics services in Region Ensuring the development and the implementation of policies and clinical protocols that will impact positively on the clinical outcomes; the monitoring and evaluation of adverse events and ensuring the implementation of plans to address these events; mortality and morbidity reviews are conducted within the institution and other hospitals in the catchment areas; cost effective approaches to clinical care. Undertake postgraduate and relevant undergraduate training, teaching and examinations in the field of Paediatrics and Child Health. Coordinate services and teaching with the Heads of units at the Regional hospitals in Region 1. 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. Develop outreach programmes to the relevant regional hospitals in Region 1 in line with the KZN Department of Health's Outreach Programme. Develop audit tool to assess the Outreach Programme of the

department and report these to Academic Head of Department of Paediatrics and Child Health.

- ENQUIRIES** : Professor R Masekela Tel No: 031 260 4345/4399
- 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.
- CLOSING DATE** : 14 September 2018
- POST 35/141** : **HEAD CLINICAL UNIT (MEDICAL) REF NO: EMP21/2018**
Department: (Paediatrics)
- SALARY** : Grade 1: R1 643 352 – R1 744 191) p.a. (Consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules); Other Benefits; 18% In-Hospitable Allowance of basic salary plus Commuted Overtime (Group 2 – Compulsory)
- CENTRE** : Queen Nandi Regional Hospital – Empangeni/Richards Bay Area
- REQUIREMENTS** : The appointment to Head Clinical Unit (Medical): Grade I, requires appropriate qualification (Specialist in Paediatrics), plus Registration Certificate with HPCSA, plus 3 years' experience after registration with HPCSA as a Medical Specialist in PAEDS. Proof of experience stamped and endorsed by Employer, HPCSA current registration card (2018) should be attached to application. Knowledge, Skills, Attributes and Abilities: Possess sound knowledge of Human Resources Management, budgeting, programme, planning, implementation and evaluation, information management and quality assurance programmes. Knowledge of current Health and Public Service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good communication skills, leadership, decision making and clinical skills. Sound knowledge of clinical procedures and protocols. Assessment and management of critical ill patients. Have the ability to evaluate new technologies and decide on the cost effective implementation thereof. Ability and experience in teaching, research and administration. Willingness to provide after hour specialist services. Sound knowledge in PAEDS and outreach programmes. Willingness to be actively involved in the Outreach Program in Region 4, KZN.
- DUTIES** : Effective overall management of the service, their organization and monitoring to identify needs and to formulate and implement staffing and health care programmes. Provision of consultative service. Development of and implementation of guidelines, protocols and clinical audits, revising as needed, to optimize patient care within available resources. Management and control of equipment. Optimize use of Human and other resources. Strategize and implement outreach programmes. Actively involved in undergraduate and postgraduate academic programmes in conjunction with UKZN.
- ENQUIRIES** : Dr N. Kapongo Tel No: 035-9077139 / DR I Popa Tel No: 035-9077008
- APPLICATIONS** : Applications should be directed to: The Chief Executive Officer – Queen Nandi Regional Hospital, Private Bag X20005, Empangeni, 3880. Hand Delivered applications should be submitted to: The Human Resources Office at Queen Nandi

<u>NOTE</u>	: Regional Hospital, 29 Union Street, Empangeni, 3880. Applications should be submitted on or before the closing date before 16h00. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration 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. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview.
<u>CLOSING DATE</u>	: 14 September 2018
<u>POST 35/142</u>	: <u>MEDICAL SPECIALISTS GRADE 1/2/3 REF NO: EMP20/2018 (X2 POSTS)</u> Department: (Anaesthetics & Critical Care)
<u>SALARY</u>	: Grade 1: R1 051 368 – R1 115 874 per annum Grade 2: R1 202 112 – R1 275 885 per annum Grade 3: R1 395 105 – R1 744 191 per annum (Consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules); Other Benefits; 18% In-Hospitable Allowance of basic salary plus Commuted Overtime (Group 3 - Compulsory)
<u>CENTRE REQUIREMENTS</u>	: Queen Nandi Regional Hospital – Empangeni/Richards Bay Area The appointment to Medical Specialist requires: Appropriate qualification that allow registration with HPCSA as a Medical Practitioner, An appropriate qualification that allow registration with HPCSA as Medical Specialist – Anaesthetics, Registration Certificate with HPCSA as Medical Specialist in Anaesthetics, Proof of Current registration (2018). Experience: Grade 1: No experience required. Registrars who have completed their training may also apply on condition that their appointment will be subjected to them submitting documentary evidence of registration with the Health Professions of South Africa. Grade 2: Minimum of 5 years' relevant experience after registration with HPCSA as a Medical Specialists in Anaesthetics, Grade 3: Minimum of 10 years' experience relevant experience after registration with HPCSA as a Medical Specialists in Anaesthetics. Proof of experience stamped and endorsed by Human Resources should be attached to the application. Knowledge, Skills, Attributes and Abilities: Good communication skills, facilitation and teambuilding skills. Demonstrated personal qualities and strengths such as leadership, enthusiasm, commitment and a pioneering spirit. Computer literacy. Special interest in Neonatal health care systems development, support and outreach.
<u>DUTIES</u>	: Effective overall management of the service, their organization and Strengthen and deliver Anesthetics clinical services in the Department of Anesthetics & Critical Care at QNRH. Provide support for the Clinical Unit Head in the management of the Anesthetics Department, including human and financial resources. Provide support for the Executive Head of Anesthetics in strategic and financial oversight of clinical services, participate in and provide technical support in regional and provincial child activities. Assist with Anesthetics services coordination between levels of care. Assist in quality improvement activities including clinical audit, data

		management, monitoring and evaluation. Actively participate in the academic under- and post-graduate Anesthetics training program (including medical student's clinical teaching). Perform and supervise Anesthetics operational research activities in the Department of Anesthetics at QNRH. Perform overtime as required in Anesthetics Department and outreach activities to district hospitals.
<u>ENQUIRIES</u>	:	Dr I Popa Tel No: 035-907 7008 / Dr VM Mpungose Tel No: 035 907 7122
<u>APPLICATIONS</u>	:	Applications should be directed to: The Chief Executive Officer – Queen Nandi Regional Hospital, Private Bag X20005, Empangeni, 3880. Hand Delivered applications should be submitted to: The Human Resources Office at Queen Nandi Regional Hospital, 29 Union Street, Empangeni, 3880. Applications should be submitted on or before the closing date before 16h00.
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration 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. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview.
<u>CLOSING DATE</u>	:	14 September 2018
<u>POST 35/143</u>	:	<u>MEDICAL OFFICER REF NO: GJC 11/2018 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R780 612 per annum Grade 2: R892 551 per annum (employee must meet prescribed requirements) Grade 3: R1 035 831 per annum (employee must meet prescribed requirements) Other Benefits: Rural allowance 22% of annual salary, and commuted overtime allowance.)
<u>CENTRE</u>	:	GJ Crookes Hospital
<u>REQUIREMENTS</u>	:	MBChB. Degree or equivalent qualification; Plus Current registration with HPCSA as a Medical Practitioner. Registration with HPCSA as a Medical Practitioner. Proof of previous experience if any. Valid driver's license. Knowledge: Sound knowledge of clinical and surgical skills associated within the practice of a District Level Hospital, i.e. caesarean sections and spinal anaesthetics, ectopic pregnancies, circumcisions and evacuations, etc. Knowledge and skills in medicine including HIV and TB, paediatrics, surgery, obstetrics and gynaecology, orthopaedics, psychiatry, emergency medicine and anaesthetics. Good communication and interpersonal skills. Teaching and supervision of junior doctors and students. Knowledge of all applicable legislation.
<u>DUTIES</u>	:	Clinical and administrative duties / responsibilities for the respective clinics under GJ Crookes Hospital. (Provide out-reach services to PHCs). Implement quality standards and practices and treatment protocols as to ensure correct and effective management of patients. Examination, diagnosis and treatment of patients in clinics. Diagnosing and facilitating referrals to higher level of care. After hours participation in call rosters. (Commuted overtime is compulsory) Perform emergency procedures and administer anaesthesia. Application of family medicine

to patients and relatives. Facilitation of staff training and ongoing medical education. Normal working hours 07H30 to 16H00 with half hour break in between.

ENQUIRIES : DR M Ragunandan Tel No: 039-978 7063

APPLICATIONS : Should be posted to: The Acting Human Resource Manager, GJ Crookes Hospital, Private Bag X5501, Scottburgh, 4180

FOR ATTENTION : Mr. J.L Majola

NOTE : Application for Employment Form (form Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za. Certified copies of educational qualifications – not copies of certified copies, curriculum vitae, certified copy of Identity Document, certified copy of driving licence. The reference number must be indicated in the column provided on the Z83. The appointment is subject to the positive outcome obtained from the NIA to the following checks: (security checks, Credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications received, applications will not be acknowledged, however, please be informed that if no notification of appointment is made within three months of the closing date applicants should accept that their application was unsuccessful.

CLOSING DATE : 14 September 2018 at 16h00

POST 35/144 : **MEDICAL OFFICER (GRADE1) REF NO: PCHC 03/2018 (X2 POSTS)**

SALARY : R780 612 – R840 942 All-inclusive package consists of 70% basic salary and 30% Flexible portion that may be structured in terms of the applicable rules, with compulsory Commuted Overtime. Incumbent will have to sign the commuted overtime contract form as per the directive.

CENTRE : Phoenix Community Health Centre

REQUIREMENTS : Senior certificate / Matric or equivalent plus MBChB degree or equivalent qualification, certificate of registration with HPCSA as a Medical Practitioner, Proof of current registration with HPCSA as a Medical Practitioner, Certificate of service from current / previous employers stamped by HR must be attached. Knowledge, Skills, Attributes and Abilities: Knowledge of current health legislations and policies at public institutions. Knowledge of national quality standards relating to Primary Health Care, Sound knowledge of nation TB and ARV programme including STI's and PMTCT. Sound Knowledge of Maternal and Child Health. Knowledge on information management and quality improvement strategies. Ability to function with multidisciplinary team. Sound knowledge and clinical skills. Excellent human, communication and leadership skills. Good team building and problem solver. Good communication and interpersonal skills. Willingness to teach and supervise junior staff.

DUTIES : Clinical responsibility including examine, investigate, diagnose, and oversee treatment of patient in OPD/ casualty, Maternity, Paediatric and adult wards. Perform necessary and appropriate emergency lifesaving procedures. Diagnose and facilitate referrals to higher level of care. Provision of quality patient centred care. Maintain accurate and appropriate health records in accordance with the legal and ethical considerations and continuity of patient patient care. Ensure proper hand over of critical ill patients when going off duty. Provide preventive health interventions and measures to promote health care. Undertake continuing medical education and professional development and study professional literature to keep abreast with current medical practice. Performance of required administrative duties. Collaboration with medical practitioners and other health care workers in neighbouring health institution. Active participation in training interns and community service doctors. Maintain and continuously improve professional and ethical standard. Instil confidence in public service and also in medical profession through exemplary behaviour.

ENQUIRIES : Dr F.A Adebolu (Clinical Manager) Tel No: 031-538 0833

APPLICATIONS : Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe 4300.

FOR ATTENTION : Ms H.S Khuzwayo

NOTE : Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest

educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy, Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 02/2018. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Males are encouraged to apply.

- CLOSING DATE** : 14 September 2018
- POST 35/145** : **MEDICAL OFFICER GRADE 1, 2 OR 3 REF NO: SAP 13/2018 (X1 POST)**
- SALARY** : Grade 1: R780 612 - R840 942 per annum (All-inclusive packages)
Grade 2: R892 551 - R975 945 per annum (All-inclusive packages)
Grade 3: R1 035 831 - R1 295 025 per annum (All-inclusive packages)
Other Benefits: Rural Allowance; Commuted Overtime (subject to prior approval)
- CENTRE** : St Apollinaris Hospital
- REQUIREMENTS** : **Grade 1:** Senior Certificate PLUS appropriate qualification (MBCHB) plus registration with HPCSA as a Medical Practitioner in respect of RSA qualified who have performed community service, and 1 year relevant experience after registration as a Medical Practitioner with recognized foreign health profession council in respect of foreign qualified employees of whom it is not a requirement to perform community service, as required in South Africa. Experience in Maternity and Caesarian sections. **Grade 2:** Senior Certificate PLUS appropriate qualification (MBCHB) and registration certificate plus 5 years' experience after registration with HPCSA as a Medical Practitioner, in respect of RSA qualified who have performed community service, and 6 years relevant experience after registration as a Medical Practitioner with recognized foreign health profession council in respect of foreign qualified employees of whom it is not a requirement to perform community service, as required in South Africa. Experience in Maternity and Caesarian sections. Certificate of service endorsed by Human Resources. **Grade 3:** Senior Certificate PLUS appropriate qualification (MBCHB) and registration certificate with HPCSA plus 10 years' experience after registration with HPCSA as Medical Practitioner, in respect of RSA qualified who have performed community service, and 11 years relevant experience after registration as a Medical Practitioner with recognized foreign health profession council in respect of foreign qualified employees of whom it is not a requirement to perform community service, as required in South Africa. Certificate of service endorsed by Human Resources. Knowledge, Skills, Training and Competencies Required: Clinical knowledge. Knowledge of ethical medical practice. Good interpersonal skills. Ability to work under pressure. Assessment, analysis and Management skills.
- DUTIES** : Assist in clinical audits and quality improvement programmes. Ensure the provision of safe, ethical and high quality medical care. Manage and facilitate the formulation of medical service policies and procedures of the Institution and ensure that these are in line with the current statutory regulations and code of ethics. Assist with the development, maintaining and updating of clinical protocols. Handle medicine and surgical emergencies. Administer anesthetics. Provide after-hours medical service as per roster.
- ENQUIRIES** : should be directed to: DR NE Mancini @ (039) 833 8000/8002
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered applications may be submitted to: Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.
- FOR ATTENTION** : Human Resources Section
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement The appointments are subject to

positive outcomes obtained for the Pre-Employment Checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security Screening for Criminal Records, Credit Records (Financial, Asset Records, etc), validation/verification of Identity Document (ID), Driver's Licence, Professional Driving permit (where required), Citizenship/ Permanent Residency, Company Intellectual Property Commission (CIPC) - Business Interest/s, verification of Educational Qualifications by the South African Qualifications Authority (SAQA), verification of Employment History/ reference checks - previous experience from Employers. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. "People with disabilities should feel free to apply and the target group in terms of employment equity target for the advertised posts is African males." The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

- CLOSING DATE** : 14 September 2018
- POST 35/146** : **HUMAN RESOURCE MANAGER REF NO: HRMAN/1/2018 (X1 POST)**
- SALARY** : R697 011 per annum Level 11 (an all-inclusive remuneration package)
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Degree/National Diploma in a Human Sciences related field. Plus three (3) years managerial experience in Human Resource Management. Proof of current and previous experience in a HR environment endorsed by the HR Department or the relevant employer. Recommendations: Certificates: MS Office Software Applications i.e. Ms Word, Excel, PowerPoint and Outlook. Knowledge, Skills, Training and Competencies Required: Strategic and Operational Planning skills. Broad knowledge of HR Practices/HR Development and planning, Employee Relations and Employee Health and Wellness programme. Excellent Management, facilitation, communication and interpersonal skills. Expert knowledge of legislative and policy framework informing the areas of operation. Ability to work in a multi-disciplinary team at a senior management level. Ability to prioritise issues and other work related matters in order to comply with tight deadlines. Extensive knowledge of computerised personnel and salary systems (PERSAL), MS Packages and applications thereof.
- DUTIES** : Manage Human Resource Planning, Development and PMDS in support of service delivery imperatives. Manage Human Resource Provisioning and Practices in line with prevailing legislation prescripts and policies. Manage the development, implementation and monitoring of a Human Resource Risk Management Plan in order to mitigate and eliminate risks. Manage Labour Relations matters to ensure effective employment relations. Manage the Employee Health and Wellness Programme in order to enhance employee productivity, safety and morale. Develop and implement effective HR Policies within guidelines set by the provincial health department. Supervise HR Staff.
- ENQUIRIES** : Dr LP Mtshali Tel No: 031 2401124
- 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.
14 September 2018

CLOSING DATE

:

POST 35/147

:

DEPUTY DIRECTOR: HRM REF NO: EMP22/2018 (X1 POST)

Department: Human Resources

SALARY

:

R697 011 – R821 052 per annum. (All inclusive package)

CENTRE

:

Queen Nandi Regional Hospital – Empangeni/Richards Bay Area

REQUIREMENTS

:

An appropriate Degree/ National Diploma in Human Resource Management or Public Administration/Management plus A minimum of 3 years Managerial experience in Human Resource Management, Proof of current and previous work experience endorsed by the Human Resource Office. Knowledge, Skills, Attributes and Abilities: Knowledge of Legislative Prescripts, HR Policies. Circulars other relevant procedures. Strategic Management, Motivational, Objectivity, Problem Solving, Advisory, Analytical Interpersonal & Decision Making Skills, Written and verbal communication, Innovative, Concern for excellence, drive and enthusiasm. Manage day to day functions of the HR department (Labour Relations, Human Resource Development and Practices) in the Hospital to ensure the rendering of high quality services. Develop an annual workforce plan within budgetary constraints. Develop and implement operational and strategic measures to enhance the morale of all staff employed in the hospital, Design and implement measures to ensure effective communication and participation throughout the hospital, Determine the numbers, skills mix and training needs for all departments in the QNRH, taking into account budgetary constraints, and national and provincial norms. Advise managers on all aspects of HR Management, organizational and individual development, and staffing structures and reporting arrangements. Manage & monitor recruitment & selection processes to ensure compliance with policies & prescripts, Develop and implement effective HR Policies within guidelines set by the provincial health department, Plan, Monitor and Control budget and expenditure of COE for the entire institution and also manage all resources allocated to HR component. Develop Human Resource Plan and Employment Equity plan for the hospital and ensures that they are put into practice. Design and implement effective employment relations (consultation and negotiations) forums with staff organizations, Investigate and preside over disciplinary cases within the institution and district wide. Advise managers and assist in the management of conduct and capability throughout the hospital. Manage Wellness services (EAP & Occupational Health).

DUTIES

:

ENQUIRIES

:

Mrs CNN Mkhwanazi Tel No: 035 07 7001/3

APPLICATIONS

:

Applications should be directed to: The Chief Executive Officer – Queen Nandi Regional Hospital, Private Bag X20005, Empangeni, 3880. Hand Delivered applications should be submitted to: The Human Resources Office at Queen Nandi Regional Hospital, Empangeni, 3880. Hand delivered applications should be submitted at Human Resources Office - 29 Union Street, Empangeni, Applications should be submitted on or before the closing date before 16h00.

NOTE

:

Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration 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. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation

certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview.

- CLOSING DATE** : 14 September 2018
- POST 35/148** : **ASSISTANT MANAGER NURSING (PHC) REF NO: SAP 11/2018**
- SALARY** : R581 826 – R654 840 per annum plus 13th Cheque, Rural Allowance, Medical Aid (Optional), Housing allowance (Employee must meet prescribed Requirements)
- CENTRE** : St Apollinaris Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12) or equivalent qualification. Degree/Diploma qualification that allows registration to General Nursing & Midwifery. Post basic relevant nursing qualification with duration of at least 1 year in Primary Health Care. Registration certificate with SANC. A minimum of 10 years appropriate / recognizable experience in the nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in Primary Health Care. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Proof of experience stamped and endorsed by Human Resources should be attached to the application. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal ethical nursing practises and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices.
- DUTIES** : Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Provision of quality comprehensive community health care.
- ENQUIRIES** : should be directed to: Miss NPP Hadebe @ (039) 833 8030/8026/8000
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered applications may be submitted to: Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.
- FOR ATTENTION** : Human Resources Section
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment Checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security Screening for Criminal Records, Credit Records (Financial, Asset Records, etc), validation/verification of Identity Document (ID), Driver's Licence, Professional Driving permit (where required), Citizenship/ Permanent Residency,

Company Intellectual Property Commission (CIPC) - Business Interest/s, verification of Educational Qualifications by the South African Qualifications Authority (SAQA), verification of Employment History/ reference checks - previous experience from Employers. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. "People with disabilities should feel free to apply and the target group in terms of employment equity target for the advertised posts is African males." The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

- CLOSING DATE** : 14 September 2018
- POST 35/149** : **ASSISTANT MANAGER NURSING (M&E) REF NO: SAP 12/2018**
- SALARY** : R532 449 – R617 253 per annum. Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Homeowner`s allowance employee must meet prescribed Requirements.
- CENTRE** : St Apollinaris Hospital
- REQUIREMENTS** : Senior Certificate/Grade 12 or equivalent qualification. Degree/Diploma qualification that allows registration to General Nursing & Midwifery. Registration certificate with SANC.A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and midwifery. At least 3years of the period referred to above must be appropriate/recognisable experience at management level. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Ensure that the clinical nursing practice by the nursing team (area/facility) is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate a basic understanding of the legislative framework governing the public service.
- DUTIES** : Demonstrate effective communication with supervisors, other health professionals and support services personnel and junior colleagues, including more complex report writing when required. Ability to direct a multidisciplinary team at to ensure production of quality data at a sub district level. Work effectively and amicably, at management level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work and that of units reporting to the post, and to ensure appropriate interventions to enhance production of quality data at a sub district level. Able to developing and maintaining a nursing service environment that promotes the rights of patients, advocating and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate the required computer literacy to adequately manage information according to the requirements of the facility. Able to plan, maintain and control the nursing services budget for the area/ facility.
- ENQUIRIES** : should be directed to: Miss NPP Hadebe @ (039) 833 8030/8026/8000
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered applications may be submitted to: Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.
- FOR ATTENTION** : Human Resources Section
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement The appointments are subject to positive outcomes obtained for the Pre-Employment Checks which will be conducted by the Department for the following i.e. Security Clearance/vetting,

Security Screening for Criminal Records, Credit Records (Financial, Asset Records, etc), validation/verification of Identity Document (ID), Driver's Licence, Professional Driving permit (where required), Citizenship/ Permanent Residency, Company Intellectual Property Commission (CIPC) - Business Interest/s, verification of Educational Qualifications by the South African Qualifications Authority (SAQA), verification of Employment History/ reference checks - previous experience from Employers. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. "People with disabilities should feel free to apply and the target group in terms of employment equity target for the advertised posts is African males." The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

CLOSING DATE : 14 September 2018

POST 35/150 : **ASSISTANT DIRECTOR: SYSTEMS REF NO: OSI AD 3/2018 (X1 POST)**

SALARY : R444 693 per annum (Plus 13th cheque, Medical Aid - optional, Housing Allowance – Employee must meet the prescribed requirements)

CENTRE : Osindisweni Hospital

REQUIREMENTS : Matric / Grade 12, An appropriate Degree or 3 years National Diploma in Public Administration / Management Or Equivalent Qualification plus 3-5 years Managerial / Supervisory experience in the Systems Component. Knowledge, Skills and Competencies Required: Knowledge of Human Resource Management. Knowledge of Financial Management Systems. Knowledge of General Management functions. Leadership skills. Decision making. Conflict management. Communication. Stress tolerance .Ability to work in a team. Innovation and drive.

DUTIES : Ensure effective co-ordination, management and quality of work of all functional components of the Systems Department within the hospital. Analyze alternatives for performing needed work including contracting out services and evaluate and recommends procedures / practices to improve operational efficiency. Ensure the effective efficient and economical utilization of all resources allocated to the institution, including the development of staff. Oversee the provision of all hotel services provided by private companies to ensure compliance with service level agreement. Ensure compliance with National Core Standards and Safety Programme Requirements.

ENQUIRIES : Mrs NP Ngcobo Tel No: 032 5419200 - Ext: 9201

APPLICATIONS : Applications should be forwarded to: The Human Resource Manager; Osindisweni Hospital; Private Bag X15; Verulam; 4340

CLOSING DATE : 14 September 2018

POST 35/151 : **RADIATION ONCOLOGY RADIOGRAPHER (RADIOTHERAPIST) REF NO: RADIOONCO/2/2018 (X13 POSTS)**

Department: Radiation Oncology
This is a Re-Advert

SALARY : Grade1: R374 364 per annum, Plus 13th cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements.
Grade 2: R440 982 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.
Grade 3: R519 456 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.

CENTRE : EThekwni Oncology complex (Inkosi Albert Luthuli Central Hospital and Addington Hospital)

REQUIREMENTS : Diploma or Bachelor degree in Radiography. Current registration with the Health Professions Council of South Africa as a Radiographer (Radiotherapy Oncology). Four (4) years 'appropriate experience after registration with Health Profession Council of South Africa (HPCSA) as Diagnostic Radiographer. **Grade1:** Four (4) years 'appropriate experience after registration with Health Profession Council of South Africa (HPCSA) as Diagnostic Radiographer. Applicants with a four (4) year Radiography speciality qualification (not in possession of Diagnostic Radiography qualification) who do not have experience as Diagnostic Radiographer may apply and will be appointed as Diagnostic Radiographer and will be paid a Diagnostic

Radiographer salary. Current Community Service workers can apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as Radiation Oncology Radiographer. **Grade 2:** Minimum 14 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 10 years must be after registration as a Radiation Oncology Radiographer. **Grade 3:** Minimum 24 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 20yrs must be after registration as a Radiation Oncology Radiographer. Knowledge, Skills, Training and Competences Required: Knowledge of radiotherapy standard techniques, dose protocols, equipment and accessories associated with relevant techniques and including specialised techniques. Knowledge of basic quality assurance in Radiotherapy, radiation effects & Radiation protection on patients. Anatomy vs. tumor treatment vs. effects on physiology care patterns for patients. Taking and evaluating of Portal images / C.T. scans and MRI scans for treatment planning purposes. Knowledge of Radiotherapy Planning. Good interpersonal skills and basic supervisory skills. Must have the ability to perform effectively in a team. Knowledge of basic patient care.

DUTIES : Undertake all basic radiation planning and treatment preparation including the tumor localisation, graphic planning, radiation dose calculation and the necessary data preparation needed for treatment accessory construction. Undertake Brachytherapy Planning and treatment procedure. Liase with the Physicist, Oncologist, Oncology nurses and the patient. Safely operate, care and construct accessories and immobilization devices used in the planning and treatment of the patient. Dosimetry checks done before delivery of treatment. Ensure accurate records kept of the course of Radiotherapy treatment delivered. Serve as Health and Safety Representative. Provide afterhours duties and rotate between Inkosi Albert Luthuli Central Hospital Radiotherapy department and Addington Hospital Radiotherapy department when needed.

ENQUIRIES : B. Rasool Tel No: 013 2401856/1839 and T.Hlengwa Tel No: 031 327 2205
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.

CLOSING DATE : 14 September 2018

POST 35/152 : **CLINICAL NURSING MANAGER (GRADE 1) REF NO: PCHC 02/2018**

SALARY : R362 559 – R420 318 per annum. Benefits: 13th Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)

CENTRE : Phoenix Community Health Centre
REQUIREMENTS : Senior certificate/Matric or equivalent plus Degree / Diploma in General Nursing, Midwifery plus one year post basic qualification in Primary Health Care. Proof of current registration with SANC as General Nursing and Primary Health Care (2018 receipt). Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Certificate of service from current / previous employers stamped by HR must be attached: Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislation such as Nursing Acts, Mental Act, OH&S Act, Knowledge of nursing care processes and procedure, Batho Pele Principles and Patients Right Charter, Labour Relations Act, Grievance Procedure etc, Display a concern for patient, promoting and advocating proper treatment , Sound understanding of legislation and related ethical nursing practices within a primary health care environment, Report witting skills, Time management skills, Good listening and communication skills, Co- ordination and planning skills, Team building and supervisory skills, Good interpersonal skills. Good sight of procedures and policies pertaining to nursing care, Ability to assist in formulation of patient care related polies.

DUTIES : Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined from a primary health care facility. Promote quality of Nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices

within a primary health care environment. Work effectively and amicably at a supervisory level, with person of diverse intellectual, culture race or religious differences. Able to manage own work time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Supervision of patient and provision of basic patient needs e.g oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to client including administering of prescribed medication and ongoing observation of patient in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilisation and safe keeping of basic medical, surgical pharmaceutical and stock.

- ENQUIRIES** : Mr MA Ndlovu (Deputy Manager Nursing) Tel No: 031-538 0808
- APPLICATIONS** : Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag X007, Mt Edgecombe 4300.
- FOR ATTENTION** : Ms H.S Khuzwayo
- NOTE** : Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy, Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 02/2018. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply.
- CLOSING DATE** : 14 September 2018
- POST 35/153** : **PROFESSIONAL NURSE (SPECIALTY) (ADVANCED MIDWIVES) REF NO: EMP 14/2018 (X3 POSTS)**
Department: Nursing
- SALARY** : Grade 1: R362 559 – R420 318
Grade 2: R445 917 – R548 436
Other benefits: 13th Cheque, home owners allowance (Employee must meet prescribed requirements), Medical Aid (Optional), 8% Rural allowance
- CENTRE** : Queen Nandi Regional Hospital – Empangeni/Richards Bay Area
- REQUIREMENTS** : The appointment to Prof Nurse Specialty requires Degree/Diploma qualification that allows registration to General Nursing & Midwifery plus a relevant post basic qualification (Diploma in Advanced Midwifery & Neonatal Nursing Science), plus Registration certificate with South African Nursing Council (SANC), Current SANC registration (2018), Proof of current and previous experience stamped and endorsed by Human Resources. Experience: **Grade 1:** is a minimum of 4 years' experience in Nursing after registration as a Professional Nurse. **Grade 2:** minimum of 14 years' 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 specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. Knowledge, Skills, Attributes and Abilities: Knowledge of Public Service Acts, regulations and policies. Knowledge of SANC rules and regulations. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Good communication, verbal, written, leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patient's Rights Charter, Code of Conduct. Team building and diversity Management skills.
- DUTIES** : Effective management of patients, display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations. Provision of quality services through setting of standards, policies and procedures. Participate in the implementation of National Priorities clinical guidelines, protocols. Maintain

accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Promote good working relationships amongst staff and patients. Assist in supervision and development of all nursing staff. Reduction of maternal and child mortality and morbidity rate. Ensure effective participation in all hospital programs e.g. IPC, Quality Assurance, etc. Provide a Safe, therapeutic and hygienic environment for patients, visitors and staff. Be able to manage mothers and ventilated babies and report when necessary. Initiate and lead all obstetric programs i.e. PPP, PMTCT, CARMA MBFHI, ESMOE, etc. Be able to manage neonates from birth.

ENQUIRIES : Miss EPCN Mtshali Tel No: 035-9077005
APPLICATIONS :

Applications should be directed to: The Chief Executive Officer – Queen Nandi Regional Hospital, Private Bag X20005, Empangeni, 3880. Hand Delivered applications should be submitted to: The Human Resources Office at Queen Nandi Regional Hospital, 29 Union Street, Empangeni, 3880. Applications should be submitted on or before the closing date before 16h00.

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration 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. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview.

CLOSING DATE : 14 September 2018

POST 35/154 : **ASSISTANT DIRECTOR (SYSTEMS) REF NO: SAP 14/2018**

SALARY : R356 289 - R419 679 per annum plus 13th cheque (Level 09). Other Benefits: medical aid (optional) Homeowner`s allowance (employee must meet prescribed requirements)

CENTRE : St Apollinaris Hospital
REQUIREMENTS : Senior Certificate or equivalent qualification. A three year National Diploma or Bachelor`s Degree in Public Management/Administration or Financial/Accounting Management PLUS At least three years supervisory experience in a Systems Component PLUS Valid unendorsed driver`s licence PLUS Certificate of service must be attached and endorsed by Human Resource Section. Knowledge, Skills, Training and Competencies Required: Knowledge of systems as well as relevant acts and regulations. Sound Management, negotiation, inter-personal and problem-solving skills. Good verbal and written communication skills. Decision making and problem solving skills.

DUTIES : Manages day to day functioning of systems department in the Institution to ensure that the high quality of services is being rendered to. Participates in the development of policies that are in line with the Department`s strategies and ensures that they are being implemented. Manages and controls systems in the Institution. Provides expert advice to the management on matters relating to systems administration. Provides the Management with information that is accurate and reliable to facilitate effective planning and decision making. Ensure

appropriate risk management and controls. Ensure that the Systems Section remains within its cash flows. Provide technical advice and statistical reports to the management team and carry out appropriate project evaluations and feasibility studies to ensure optimum efficiency and value for money in conjunction with the Finance Department. Ensure that the hospital complies with all statutory regulations and bylaws e.g. OHAS Act, Security, etc.

**ENQUIRIES
APPLICATIONS**

: should be directed to: Miss NPP Hadebe @ (039) 833 8030/8026/8000
: Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered applications may be submitted to: Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.

**FOR ATTENTION
NOTE**

: Human Resources Section
: Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement The appointments are subject to positive outcomes obtained for the Pre-Employment Checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security Screening for Criminal Records, Credit Records (Financial, Asset Records, etc), validation/verification of Identity Document (ID), Driver's Licence, Professional Driving permit (where required), Citizenship/ Permanent Residency, Company Intellectual Property Commission (CIPC) - Business Interest/s, verification of Educational Qualifications by the South African Qualifications Authority (SAQA), verification of Employment History/ reference checks - previous experience from Employers. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. "People with disabilities should feel free to apply and the target group in terms of employment equity target for the advertised posts is African males." The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

CLOSING DATE

: 14 September 2018