

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL  
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

*The Department is an equal opportunity, affirmative action employer and is committed to empowering disabled people.*

- APPLICATIONS** : Applications to be posted to: The Chief Director, Human Resource Management and Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or hand delivered to: 330 Langalibalele Street, Pietermaritzburg
- FOR ATTENTION** : Mr LA Nyilenda
- CLOSING DATE** : 21 September 2018 (Applications received after this date will not be accepted).
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83) available from any Public Services Department and should be accompanied by a comprehensive CV together with certified copies of qualifications, driver's license and ID. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify candidates.

**OTHER POSTS**

- POST 36/173** : **BUDGET ANALYST REF NO: 1/2018 (F) (X4 POSTS)**  
Chief Directorate: Finance  
Directorate: Budget Control and Planning
- SALARY** : R356 289 per annum  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : The ideal candidate must be in a possession of a National Diploma or NQF level 6 in Financial Accounting / Financial Management coupled with 3 years' experience in Provincial or National Government finance and budgeting. Essential Knowledge, Skills and Competencies Required: The successful candidate must have:- Knowledge of Provincial or National Government budgetary processes, PFMA as well as other relevant legislations, Knowledge of policy analysis and project management, Planning and team development skills, Decision making and problem solving skills, Financial management and analytical skills, Ability to draw, interpret and reconcile BAS and PERSAL reports, Presentation skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid Drivers License.
- DUTIES** : The successful candidate will be required to provide budget control services with the following key responsibilities: Revise cash flow and complete in-year monitoring schedule each month, Provide a ministerial monthly variance schedule for the relevant programme, Analyze budget of a programme and identify potential savings, varmint and rollovers, Analyze and verify input for all exercises throughout the budget process, Support and advice programme managers and line function management on budget related issues, Develop and implement proper control measures for the effective and efficient utilization of the budget in the department, Manage the training and development of staff under his/her control.
- ENQUIRIES** : Ms APN Madlala at 033 395 3085
- POST 36/174** : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: 2/2018 (F)**  
Directorate: Supply Chain Management
- SALARY** : R356 289 per annum  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : The ideal candidate must be in a possession of a National Diploma or NQF level 6 in Supply Chain Management coupled with 3 years' experience in supply chain management environment. Experience in working with Central Supplier Database System and BAS will be an added advantage. Essential Knowledge, Skills and Competencies Required: The successful candidate must have:- Sound knowledge of PFMA, Treasury Regulations, SCM and other relevant regulations, Sound knowledge of Broad Based Black Economic Empowerment legislation and policies, Functional knowledge of preferential procurement and demand management, Knowledge of procurement systems and demand management, Sound knowledge of markets/suppliers, Decision

- making and problem solving skills, Presentation Skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's license.
- DUTIES** : The successful candidate will be required to provide and administer demand management services with the following key responsibilities: Facilitate procurement planning process, Monitor and evaluate the demand management cycle. Undertake market research, Establish, monitor and report on preferential procurement objectives, Ensure supplier performance and risk management of suppliers, Staff management and supervision.
- ENQUIRIES** : Ms APN Madlala at 033 395 3085

**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** : 21 September 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. Appointment to all these posts is subject to a positive security clearance, verification of educational qualifications and the signing of performance agreements. All shortlisted candidates will be subject 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 Committee 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 Based Assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

**MANAGEMENT ECHELON**

- POST 36/175** : **DEPUTY DIRECTOR-GENERAL: CORPORATE MANAGEMENT REF NO: DOE/50/2018**
- SALARY** : R1 446 378 per annum (Level 15) (All-inclusive package to be structured in line with rules for SMS).
- CENTRE** : Head Office, Pietermaritzburg
- REQUIREMENTS** : An appropriate undergraduate qualification and an appropriate post graduate qualification (NQF Level 8) coupled with a minimum of eight (8) years' experience at a senior managerial level. Competencies: Demonstrate strategic management and leadership skills in the candidate's current area of work. Sound knowledge of current educational issues and challenges, ie. Policy and implementation. Proven record in transforming large organizations/institutions. Well developed and proven analytical thinking and problem solving skills. A very strong large scale Project and Programme Management background. A clean record in managing large sums of funds in terms of the PFMA and

related prescripts. An excellent team player with good communication and interpersonal skills. Ability to work at inter-governmental and inter-departmental levels at various spheres of government. Demonstrate ability to implement plans successfully and a demonstrated service delivery orientation. The Kwa-Zulu Natal Department of Education is looking for an innovative executive who is committed to service delivery to be part of its Top Management Team. Such an individual must possess and demonstrate attributes at an advanced and expert level of proficiency as follows: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty and Integrity.

**DUTIES** : Ensure an Integrated HR Planning process for the Department. Ensure ongoing organizational development. Ensure that sound policies and systems pertaining to all human resource management services are developed and implemented in the Department. Represent the Department at Public Accounts Portfolio Committees as well as the National HRM Forum at the DPSA. Serve as a member of the Top Management Committee of the Head of Department. Monitor the attainment and sustainability of performance standards as per organizational goals. Ensure fair, unbiased and uniform interpretation of policies and guidelines relating to education. Determine budgets for each chief directorate within the Human Resources and Administrative services branch. Advise the HOD on matters of policy and practice of HR and Administrative services. Promote sound labour relations. Manage and control salaries in the Department. Develop human skills through training and development. Ensure that high quality human resource management and administrative services is rendered to the Department.

**ENQUIRIES** : Dr E.V Nzama - Tel No: 033 392 1054/1051

**POST 36/176** : **DEPUTY DIRECTOR-GENERAL: CURRICULUM MANAGEMENT REF NO: DOE/51/2018**

**SALARY** : R1 446 378 per annum (Level 15) (All-inclusive package to be structured in line with rules for SMS).

**CENTRE** : Head Office, Pietermaritzburg

**REQUIREMENTS** : An appropriate undergraduate qualification and an appropriate post graduate qualification (NQF Level 8) coupled with a minimum of eight (8) years' experience at a senior managerial level. Competencies: Demonstrate strategic management and leadership skills in the candidate's current area of work. Sound knowledge of current educational issues and challenges, ie. Policy and implementation. Proven record in transforming large organizations/institutions. Well developed and proven analytical thinking and problem solving skills. A very strong large scale Project and Programme Management background. A clean record in managing large sums of funds in terms of the PFMA and related prescripts. An excellent team player with good communication and interpersonal skills. Ability to work at inter-governmental and inter-departmental levels at various spheres of government. Demonstrate ability to implement plans successfully and a demonstrated service delivery orientation. The Kwa-Zulu Natal Department of Education is looking for an innovative executive who is committed to service delivery to be part of its Top Management Team. Such an individual must possess and demonstrate attributes at an advanced and expert level of proficiency as follows: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty and Integrity.

**DUTIES** : Provide strategic direction and leadership to the Branch Curriculum Management and Delivery of the Department which is responsible for curriculum delivery for all phases and teaching and learning, Examinations and Assessments and the professional development of teachers. Serve as a member of the Top Management Committee of the Head of Department. Design education programmes/curricula offered by the Department and plan for the curriculum support to schools to facilitate the National Curriculum Statement. Administer the Early Childhood Developmental (ECD) and Adult Basic Education and Training (ABET) programmes. Monitor the provision of

Learning and Teaching Support Material (LTSM) to educational institutions. Manage the provision of examinations and assessments in the Department. Oversee the teacher development programmes, quality assurance, governance and management services. Manage the provision of Education Library, Information and Technology Services (ELITS) and special intervention programmes to improve teaching in Mathematics, Science and Technology (E-Education). Manage the resources within the Branch.

<b><u>ENQUIRIES</u></b>	:	Dr E.V. Nzama - Tel No: 033 392 1054/1051
<b><u>POST 36/177</u></b>	:	<b><u>CHIEF DIRECTOR: OFFICE OF THE HEAD OF DEPARTMENT REF NO: DOE/52/2018</u></b>
<b><u>SALARY</u></b>	:	R1 189 338 per annum (Level 14) (All-inclusive package to be structured in line with rules for SMS).
<b><u>CENTRE</u></b>	:	Head Office, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a senior managerial level. Competencies: Knowledge of administration procedures, Public Service Regulations, Public Service Act, Human Resource matters, Training & Development, Planning and organizing, Departmental Strategic Objectives, Management Reporting, Relationship Management, Public Finance Management Act (PFMA). Computer Skills, Numeracy, Decision making and Problem solving, Team building, Conflict resolution, Communication and Interpersonal, Financial Management, Project Management, Ability to work independently, Presentation skills, Research, Policy formulation, Report writing, Change and Diversity Management. Attributes – Honesty, Integrity, Innovative, Leadership, Ability to work under pressure, Tactful and Diplomatic, Committed and Decisive.
<b><u>DUTIES</u></b>	:	Oversee the provision of executive administrative support to the Head of Department. Manage the promotion and facilitation of inter-and intra-governmental relations. Oversee the implementation of cluster collaborative agreements. Coordinate the provision of internal audit and risk management services. Develop and manage communication systems and administrative instruments to ensure effective communication and co-ordination between the Office of the HOD, the Department and the Legislature. Manage the resources of the component.
<b><u>ENQUIRIES</u></b>	:	Dr E.V. Nzama - Tel No: 033 392 1054/1051
<b><u>POST 36/178</u></b>	:	<b><u>CHIEF DIRECTOR: OPERATIONS MANAGEMENT REF NO: DOE/53/2018</u></b>
<b><u>SALARY</u></b>	:	R1 189 338 per annum (Level 14) (All-inclusive package to be structured in line with rules for SMS).
<b><u>CENTRE</u></b>	:	Head Office, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a senior managerial level. Competencies: Knowledge of PFMA, Public Service Act, Employment of Educator's Act and other relevant prescripts and legislations. Good presentation skills. Analytical thinking. Research and Report Writing skills. Financial Management, Policy Formulation and Project Management. Computer Literacy (MS Word, Excel, Access, Powerpoint, etc.) Communication (verbal and written) and Interpersonal skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Provide strategic leadership, administration, management and governance support of the 12 Education Districts and all institutions therein. Manage the performance standards for the 12 Districts. Ensure the establishment and maintenance of accountability systems in Districts and Circuits in support of curriculum delivery/assessment and teaching and learning in all institutions. Provision of education opportunities and access to education. Management of School Functionality Programmes, District Improvement Plans and intervention programmes in the Districts. Support the implementation of the Transformation of the Schooling System. Exercise Financial Management as Responsibility Manager. Maintain a co-operative working relationship with the Chief Directorates of the Branch Institutional Development Support and the Branches, Curriculum, Finance and Corporate Management. Manage the resources of the Chief Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms N.J. Dlamini - Tel No: 033 392 1012

<b><u>POST 36/179</u></b>	:	<b><u>DIRECTOR: INCLUSIVE EDUCATION REF NO: DOE/54/2018</u></b>
<b><u>SALARY</u></b>	:	R1 005 063 per annum (Level 13) (All inclusive package to be structured in line with rules for SMS).
<b><u>CENTRE</u></b>	:	Head Office, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level. SACE Registration. Competencies: Knowledge of the Public Finance Management Act, Public Service Act and other relevant prescripts and legislations. Knowledge and understanding of education legislation and policies. Ability to take initiative, work under pressure and problem-solving skills. Experience in coordinating Inclusive Education programmes. Support of learners with disabilities and implement disability grants Good presentation skills, Analytical thinking, Research and report writing skills, Policy formulation and Project management. Computer literacy. Communication (written and verbal) and Interpersonal skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	The incumbent will collaborate with other Directorates, Government Departments, Disability sector and NGO's, Legislature, National Department of Education and Private Sector. Develop and implement policy, guidelines and standards for the delivery of Inclusive Education. Promote Inclusive Education across the Province. Coordinate the delivery of Inclusive Education key drivers in Special Schools, Special Schools as Resource Centers, Full Service and Inclusive Schools. Develop and maintain District Support Teams. Manage budget in Programme 1, Programme 2, Programme 4 and a Conditional Grant for Learners with Severe to Profound Intellectual Disabilities. Monitor and evaluate the effectiveness of Inclusive Education programmes. Participate in the implementation of the strategic and operational plan of the Directorate and Chief Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms T.P.J. Khoza - Tel No: 033 392 1086
<b><u>POST 36/180</u></b>	:	<b><u>DIRECTOR: RESOURCE PLANNING REF NO: DOE/55/2018</u></b>
<b><u>SALARY</u></b>	:	R1 005 063 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).
<b><u>CENTRE</u></b>	:	Head Office, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's degree or equivalent qualification coupled with a minimum of five (5) years' managerial experience at a middle/senior managerial level in leading teams and institutional support and development of intervention strategies aimed at improving service delivery. Competencies: Knowledge of National Education Policy Act, South African Schools Act, Public Service Act 1994, Employment of Educators Act, Public Service Regulations, Public Finance Management Act, and other relevant prescripts. Good management, organizing, planning, presentation and report writing skills. Advanced computer literacy (MS Word, Excel, Access and PowerPoint). Strong verbal and written communication skills; strategic leadership and analytical skills; skills in data analysis and interpretation; advanced skills in financial management; interpersonal skills; problem solving and project management skills; a valid driver's licence.
<b><u>DUTIES</u></b>	:	Budget allocation to public schools, special needs schools, full service schools, Grade R, and plan funding subsidies to public schools to affiliate to Association of School Governing Bodies. Use of provincial data systems to guide provincial planning and school allocation. Manage the allocation of Section 21 functions; assessment of new SGB capacity, monitoring of compliance of both Section 21 and Non Section 21 Schools with SASA and NNSF. Use of provincial data to guide school planning and budgeting; manage the analysis of Audited Annual Financial Statements; manage the expenditure reporting. Overall management of the process to pay compensations for exemptions; manage allocation of subsidies to independent schools and monitor utilization. Overall management of contestations for technical accuracy and deviations. Reporting to the Chief Director, Departmental Top Management and Department of Basic Education on provincial resource allocation to schools and monitoring thereof.
<b><u>ENQUIRIES</u></b>	:	Mrs W. Hadebe - Tel No: 033 846 5533

<b><u>POST 36/181</u></b>	:	<b><u>DIRECTOR: MATHS, SCIENCE &amp; ICT REF NO: DOE/56/2018</u></b>
<b><u>SALARY</u></b>	:	R1 005 063 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).
<b><u>CENTRE</u></b>	:	Head Office, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level. Competencies: Knowledge of the Public Finance Management Act, Public Service Act and other relevant prescripts and legislations. Good presentation skills, Analytical thinking, Research and report writing skills, Policy formulation and Project management. Computer literacy. Communication (written and verbal) and Interpersonal skills. A valid drivers licence.
<b><u>DUTIES</u></b>	:	Manage the development and coordination of MST internal and external intervention programmes in promoting participation and performance. Ensure the provision and maintenance of physical infrastructure and connectivity of ICT's in all institutions. Promote leadership and skills development in MST and ICT at all levels. Ensure the continuous technical support for electronic content resources. Manage MST and ICT projects. Manage the resources of the Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms B.T. Dlamini - Tel No: 033 846 5582
<b><u>POST 36/182</u></b>	:	<b><u>DIRECTOR: NATIONAL SCHOOL NUTRITION PROGRAMME REF NO: DOE/57/2018</u></b>
<b><u>SALARY</u></b>	:	R1 005 063 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).
<b><u>CENTRE</u></b>	:	Head Office, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate (Education/Nutrition) undergraduate qualification (NQF Level 7) and a qualification in Monitoring and Evaluation coupled with a minimum of five (5) years' experience at a middle/senior managerial level. Competencies: Knowledge of the education sector, its operations and management at all levels, especially the school where the programme is implemented. Knowledge of various work ranges and procedures such as Finance, HR matters, Training, Planning and Organizing, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial functions. Skills – Presentation, Analytical Thinking, Research, Computer Utilization (MS Word, Powerpoint & Excel). Use of spreadsheets to record and report on finances. Use of Internet, Email, Vulindlela, FMS, BAS, etc. Policy formulation, Financial management, Chairing meetings, Strategic management and planning, Policy research, Report writing, Change/Diversity management, Excellent verbal and written communication, Numeracy, managing good relations with stakeholders and oversight. Creativity and the ability to work under pressure for prolonged periods.
<b><u>DUTIES</u></b>	:	Develop policies and procedures for the administering of the National School Nutrition Programme. Manage the budget in respect of the National School Nutrition Programme. Approve/Disapprove applications from schools requesting participation in the programme. Develop and monitor service level standards for service providers. Coordinate training of staff and stakeholders on nutrition education. Ensure continuous monitoring and evaluation of the programme. Manage the component.
<b><u>ENQUIRIES</u></b>	:	Ms G. Madlala - Tel No: 033 392 1117
<b><u>POST 36/183</u></b>	:	<b><u>DIRECTOR: RURAL ACADEMIC SUPPORT REF NO: DOE/58/2018</u></b>
<b><u>SALARY</u></b>	:	R1 005 063 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).
<b><u>CENTRE</u></b>	:	Head Office, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level. A Master's Degree in Education will be an added advantage. Competencies: Knowledge of Rural Education, Public Finance Management Act, Public Service Act, and other relevant prescripts and legislations. Good Presentation skills, Analytical thinking, Research and report writing skills, Policy formulation and Project management. Computer literacy. Communication (written and verbal) and Interpersonal skills. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Facilitate curriculum packages for rural schools. Facilitate the enrichment programs for rural schools clusters. Liaise with NGO's and Private Sector

Organizations to extend skills programs for rural areas. Train and capacitate subject advisors, teachers, principals and SMT's of rural schools. Cascade national policy directives for all rural schools. Conduct research and audit of multi-grade/rural schools. Monitor and support initiatives targeting rural schools.

- ENQUIRIES** : Ms T.P. J. Khoza - Tel No: 033 392 1086
- POST 36/184** : **DIRECTOR: OFFICE OF THE HEAD OF DEPARTMENT REF NO: DOE/59/2018**
- SALARY** : R1 005 063 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).
- CENTRE REQUIREMENTS** : Head Office, Pietermaritzburg
- : An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level. Competencies: Knowledge of all relevant enabling prescripts. Good problem solving and interpersonal skills. Sound organizational and planning skills. Good communication (verbal and written) and presentation skills. Ability to work independently and under pressure.
- DUTIES** : Manage the provision of efficient executive support services to the Head of Department. Manage the provision of administrative support services to the Head of Department. Oversee the provision of document flow and quality management. Coordinate communication between the Head of Department and other strategic role-players/stakeholders. Manage the resources of the Directorate. Ensure effective and efficient provision of secretarial services. Manage special intervention programmes and projects by the Head of Department. Coordinate the finalization and approval of the Strategic Plan, Service Delivery Improvement Plan, Human Resource Plan, Annual Report and Close-out Report.
- ENQUIRIES** : Dr E.V. Nzama - Tel No: 033 392 1054/1051
- POST 36/185** : **DIRECTOR: EARLY CHILDHOOD DEVELOPMENT REF NO: DOE/60/2018**
- SALARY** : R1 005 063 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).
- CENTRE REQUIREMENTS** : Head Office, Pietermaritzburg
- : An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, HR matters, Training, Planning and Organizing, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial functions. Skills - Presentation, Analytical Thinking, Research, Computer utilization (MS Word, Powerpoint & Excel), Use of spreadsheets to record and report on finances. Use of Internet, Intranet, E-mail, Vulindlela, FMS, BAS, etc. Policy formulation, Financial management, Chairing meetings, Strategic management and planning, Policy research, Report writing, Change/Diversity management, Excellent verbal and written communication, Numeracy, Creativity and the ability to work under pressure for prolonged periods.
- DUTIES** : Manage the development of curricula and establish effective monitoring and support systems for Educators. Develop and monitor training programmes. Interpret, develop and implement policies iro. ECD. Oversee the registration of Grade R classes. Control the accreditation and appointment of ECD practitioners. Manage the resources of the component.
- ENQUIRIES** : Ms B.T. Dlamini - Tel No: 033 846 5582
- POST 36/186** : **DIRECTOR: QUALITY ASSURANCE REF NO: DOE/61/2018**
- SALARY** : R1 005 063 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).
- CENTRE REQUIREMENTS** : Head Office, Pietermaritzburg
- : An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level. Competencies: Knowledge of the Public Finance Management Act, Public Service Act and other relevant prescripts and legislations. Good presentation skills, Analytical thinking, Research and report writing skills, Policy formulation and Project management. Computer literacy. Communication (written and verbal) and Interpersonal skills. A valid drivers licence.

<b><u>DUTIES</u></b>	:	Design plans for promoting quality assurance at all levels of the education system in Kwa-Zulu Natal. Control and supervise the work of professional and non-professional staff in the quality assurance directorate. Advise the system on all matters pertaining to quality assurance of curriculum delivery related aspects mandates of the department of education in KwaZulu Natal.
<b><u>ENQUIRIES</u></b>	:	Dr J.B. Mthembu- Tel No: 033 392 1008
<b><u>POST 36/187</u></b>	:	<b><u>DIRECTOR: SPORTS AND CULTURE REF NO: DOE/62/2018</u></b>
<b><u>SALARY</u></b>	:	R1 005 063 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office, Pietermaritzburg An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level. Competencies: Knowledge of the Public Finance Management Act, Public Service Act and other relevant prescripts and legislations. Good presentation skills, Analytical thinking, Research and report writing skills, Policy formulation and Project management. Computer literacy. Communication (written and verbal) and Interpersonal skills. A valid drivers licence.
<b><u>DUTIES</u></b>	:	The interpretation and development of youth and sport and arts and culture policies. The networking, planning and monitoring of the various codes and sports. The managing of youth development and gender equality in schools. The conducting of research into new trends. The developing and monitoring of sport programmes in schools. The planning and co-ordinating of arts and culture activities. The conducting of research on cultural diversity in schools. The conducting and development of workshops for District Co-ordinators.
<b><u>ENQUIRIES</u></b>	:	Ms G. Madlala - Tel No: 033 392 1117
<b><u>POST 36/188</u></b>	:	<b><u>DIRECTOR: ASSESSMENT REF NO: DOE/63/2018</u></b>
<b><u>SALARY</u></b>	:	R1 005 063 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office, Pietermaritzburg An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level. Competencies: Knowledge of the Public Finance Management Act, Public Service Act, Employment of Educators Act and other relevant prescripts and legislation. Good presentation skills, Analytical thinking, Research and Report writing skills. Policy formulation and Project management skills. Computer literacy. Communication skills (verbal and written) and Interpersonal skills. A valid drivers licence.
<b><u>DUTIES</u></b>	:	Develop policy on assessment for all education bands. Plan and manage the application, monitoring and moderation of Continuous Assessment for all education bands. Plan and manage provincial examinations in line with the National Strategy for Learner Attainment. Analyze tests/examination results and develop intervention strategies therefore. Render accreditation services. Manage the examination and marking processes for the National Senior Certificate and Adult Education and Training Level 4. Manage the resources of the component.
<b><u>ENQUIRIES</u></b>	:	Dr J.B. Mthembu- Tel No: 033 392 1008
<b><u>POST 36/189</u></b>	:	<b><u>DISTRICT DIRECTOR REF NO: DOE/64/2018</u></b>
<b><u>SALARY</u></b>	:	R1 005 063 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Amajuba District An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level. Competencies: Knowledge of PFMA, PSA, Treasury Regulations, SASA, EEA, LRA and other prescripts of Education Law is a necessity. Computer literacy (MS Word, Excel, Access and Powerpoint). Proof of valid driver's license. Good presentation skills, analytical thinking, research, report writing, policy formulation, project management, etc. Communication skills (verbal and written) and interpersonal skills.
<b><u>DUTIES</u></b>	:	Oversee the overall management and administration of the District. Manage the Professional and Administrative functioning of the District. Provide strategic leadership and direction with regard to the promotion of teaching and



learning in schools, Curriculum Delivery, Adult Education and Training, Education Management and Governance, Teacher Development, Co-Curricular Services and School Nutrition Services. Oversee the support of ordinary schools. Effectively manage the co-ordination of Circuit Management Centres. Promote and maintain sound labour peace and ensure effective communication between the Educational Institutions and District Offices. Assist with the formulation of policies and ensure the implementation thereof. Co-ordinate Psychological Guidance, Specialized Education Services and Examination Support Services. Manage the development programmes and turnaround strategies to enhance the performance within the District. Manage the functions related to Human Resource Management, Finance and Administration at District level.

<b><u>ENQUIRIES</u></b>	:	Ms T.A. Gumede - Tel No: 033 392 1104
<b><u>POST 36/190</u></b>	:	<b><u>DISTRICT DIRECTOR REF NO: DOE/65/2018</u></b>
<b><u>SALARY</u></b>	:	R1 005 063 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Umhungundlovu District An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level. Competencies: Knowledge of PFMA, PSA, Treasury Regulations, SASA, EEA, LRA and other prescripts of Education Law is a necessity. Computer literacy (MS Word, EXCEL, Access and Powerpoint). Proof of valid driver's license. Good presentation skills, analytical thinking, research, report writing, policy formulation, project management, etc. Communication skills (verbal and written) and interpersonal skills.
<b><u>DUTIES</u></b>	:	Oversee the overall management and administration of the District. Manage the Professional and Administrative functioning of the District. Provide strategic leadership and direction with regard to the promotion of teaching and learning in schools, Curriculum Delivery, Adult Education and Training, Education Management and Governance, Teacher Development, Co-Curricular Services and School Nutrition Services. Oversee the support of ordinary schools. Effectively manage the co-ordination of Circuit Management Centres. Promote and maintain sound labour peace and ensure effective communication between the Educational Institutions and District Offices. Assist with the formulation of policies and ensure the implementation thereof. Co-ordinate Psychological Guidance, Specialized Education Services and Examination Support Services. Manage the development programmes and turnaround strategies to enhance the performance within the District. Manage the functions related to Human Resource Management, Finance and Administration at District level.
<b><u>ENQUIRIES</u></b>	:	Ms T.A. Gumede - Tel No: 033 392 1104
<b><u>POST 36/191</u></b>	:	<b><u>DISTRICT DIRECTOR REF NO: DOE/66/2018</u></b>
<b><u>SALARY</u></b>	:	R1 005 063 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Umzinyathi District An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level. Competencies: Knowledge of PFMA, PSA, Treasury Regulations, SASA, EEA, LRA and other prescripts of Education Law is a necessity. Computer literacy (MS Word, EXCEL, Access and Powerpoint). Proof of valid driver's license. Good presentation skills, analytical thinking, research, report writing, policy formulation, project management, etc. Communication skills (verbal and written) and interpersonal skills.
<b><u>DUTIES</u></b>	:	Oversee the overall management and administration of the District. Manage the Professional and Administrative functioning of the District. Provide strategic leadership and direction with regard to the promotion of teaching and learning in schools, Curriculum Delivery, Adult Education and Training, Education Management and Governance, Teacher Development, Co-Curricular Services and School Nutrition Services. Oversee the support of ordinary schools. Effectively manage the co-ordination of Circuit Management Centres. Promote and maintain sound labour peace and ensure effective communication between the Educational Institutions and District Offices. Assist with the formulation of policies and ensure the implementation thereof.

		Co-ordinate Psychological Guidance, Specialized Education Services and Examination Support Services. Manage the development programmes and turnaround strategies to enhance the performance within the District. Manage the functions related to Human Resource Management, Finance and Administration at District level
<b><u>ENQUIRIES</u></b>	:	Ms T.A. Gumede - Tel No: 033 392 1104
<b><u>POST 36/192</u></b>	:	<b><u>DISTRICT DIRECTOR REF NO: DOE/67/2018</u></b>
<b><u>SALARY</u></b>	:	R1 005 063 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Umlazi District An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level. Competencies: Knowledge of PFMA, PSA, Treasury Regulations, SASA, EEA, LRA and other prescripts of Education Law is a necessity. Computer literacy (MS Word, EXCEL, Access and Powerpoint). Proof of valid driver's license. Good presentation skills, analytical thinking, research, report writing, policy formulation, project management, etc. Communication skills (verbal and written) and interpersonal skills.
<b><u>DUTIES</u></b>	:	Oversee the overall management and administration of the District. Manage the Professional and Administrative functioning of the District. Provide strategic leadership and direction with regard to the promotion of teaching and learning in schools, Curriculum Delivery, Adult Education and Training, Education Management and Governance, Teacher Development, Co-Curricular Services and School Nutrition Services. Oversee the support of ordinary schools. Effectively manage the co-ordination of Circuit Management Centres. Promote and maintain sound labour peace and ensure effective communication between the Educational Institutions and District Offices. Assist with the formulation of policies and ensure the implementation thereof. Co-ordinate Psychological Guidance, Specialized Education Services and Examination Support Services. Manage the development programmes and turnaround strategies to enhance the performance within the District. Manage the functions related to Human Resource Management, Finance and Administration at District level
<b><u>ENQUIRIES</u></b>	:	Ms T.A. Gumede - Tel No: 033 392 1104
<b><u>POST 36/193</u></b>	:	<b><u>DIRECTOR: LOGISTICS, ASSETS &amp; DISPOSALS REF NO: DOE/68/2018</u></b>
<b><u>SALARY</u></b>	:	R1 005 063 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office, Pietermaritzburg An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Training, Planning, Organising, Technical Standards and Procedures, Needs and priorities of Stakeholders, Managerial Function. Skills – Analytical thinking, Research, Computer utilization, 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 goals, excellent communication skills, both verbal and written, Creativity.
<b><u>DUTIES</u></b>	:	Manage the Procurement and Logistics services. Control use of government and subsidized vehicles. Oversee stores and safeguard department assets. Formulate and develop policies in respect of procurement, government owned and subsidized vehicles. Attend meetings. Control the budget as Responsibility Manager.
<b><u>ENQUIRIES</u></b>	:	Ms M. Thusi - Tel No: 033 846 5107
<b><u>POST 36/194</u></b>	:	<b><u>DIRECTOR: GOVERNANCE &amp; MANAGEMENT REF NO: DOE/69/2018</u></b>
<b><u>SALARY</u></b>	:	R1 005 063 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office, Pietermaritzburg An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level.

Competencies: Knowledge of PFMA, Public Service Act, Employment of Educator's Act and other relevant prescripts and legislation. Good presentation skills, Analytical thinking. Research and Report writing skills. Financial Management, Policy formulation and Project Management. Computer literacy (MS Word, MS Excel, Access, Powerpoint, etc). Communication (verbal and written) and Interpersonal skills. A valid driver's licence.

**DUTIES** : Provide support services in respect of governing bodies. Provide support with regard to independent schools and home schooling. Promote the development of schools as centers of community involvement. Develop and co-ordinate school safety programs. Manage learner affairs including disciplinary matters. Ability to work with various stakeholders outside and within the Department. Manage the resources of the Directorate.

**ENQUIRIES** : Ms B.T. Dlamini - Tel No: 033 846 5582

**POST 36/195** **DIRECTOR: FACILITIES MANAGEMENT & AUXILIARY SERVICES REF NO: DOE/70/2018**

**SALARY** : R1 005 063 per annum (Level 13) (All-inclusive package to be structured in line with rules for

**CENTRE** : Head Office, Pietermaritzburg

**REQUIREMENTS** : An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level. Competencies: Knowledge of Project Management, PFMA, Public Service Act, Public Service Regulations, Occupational Health & Safety Act, Fleet Management. Computer Literacy, Driving skills, HRM, decision making, analytical and negotiations, planning and organizing, people management, problem solving, conflict management, project management, leadership, Property management, Records management. Confidentiality, innovation, honesty, interpersonal relations, reliability, accuracy. Excellent communication skills (written and verbal).

**DUTIES** : Manage the facilities of the department. Manage records management services. Manage office support services. Manage and monitor the implementation of Occupational Health and Safety in the department. Manage the resources of the component.

**ENQUIRIES** : Ms M. Thusi – Tel No: 033 846 5107

#### **DEPARTMENT OF HEALTH**

***This Department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels of all occupational categories in the Department***

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

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

**CLOSING DATE** : 21 September 2018

**NOTE** : Directions to Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website; Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy. Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 48/18. 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 checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

**ERRATUM:** kindly note that the post of Clinical Nursing Manager advertised in vacancy circular 35 dated 31 August 2018 was advertised with incorrect job title, the correct job title should read as follows: Clinical Nurse Practitioner.

## OTHER POSTS

- POST 36/196** : **MEDICAL OFFICER (GRADE 1, 2.3) REF NO: GS 48/18**  
Component – Otorhinolaryngology (ENT)
- 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 REQUIREMENTS** : Greys Hospital; Pietermaritzburg  
: MBChB degree or equivalent. Registration certificate with the HPCSA as a Medical Practitioner plus Current registration (2017/2018) with the HPCSA. **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. Recommendation: Sound knowledge and experience in Otorhinolaryngology (the primary exam in ENT would be advantageous but is not essential. Knowledge, Skills and Experience: Ability to teach and supervise junior staff and medical students. Good communication, decision-making and clinical skills. Ability to teach and supervise junior staff and medical students. Good communication, decision-making and clinical skills. Ability to function in a multi-disciplinary team.
- DUTIES** : Provide Otorhinolaryngology services as well as head and neck surgery at Greys Hospital and at relevant Zone 2 State Hospitals. Provide after hour care in accordance with the commuted overtime contract. Supervision and training of junior staff working in the Department. Present at academic meetings in the department. To teach medical students and Nursing staff as required. Participate in the Quality Improvement Programmes of the Department including clinical audits and CPD activities. Maintain clinical, professional and ethical standards. Assist the Unit Manager in development of protocols and clinical guidelines. After hour's duties is a requirement.
- ENQUIRIES** : DR S Van Wyk Tel No: 033 8973734
- POST 36/197** : **MEDICAL OFFICER GRADE 1, 2 OR 3 (REF NO: UGU 04/2018)**
- SALARY** : Grade 1: R780 612  
Grade 2: R892 551  
Grade 3: R1 035 831  
(This inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules)  
Other Benefits: Rural allowance (claim basis) Commuted overtime (optional)
- CENTRE REQUIREMENTS** : Ugu Health District Office; Port Shepstone and District Mortuaries  
: **Grade 1:** requires appropriate qualification plus registration with HPCSA as a Medical Practitioner. **Grade 2:** requires appropriate qualification, registration certificate plus 5 years' experience after registration as a Medical Practitioner. **Grade 3:** requires appropriate qualification, registration certificate plus 10 years' experience after registration as a Medical Practitioner. Valid code EB driver's license (code 8). Non-South African citizen applicants – a Valid Work Permit in accordance with HR Circular 49/2008 obtainable from any government department. Knowledge of access to information act & relevant procedures. Knowledge of mortuary and its operation. High level of integrity & confidentiality. Knowledge of Inquest Act. Knowledge of Health Act. Knowledge of Birth and Registration Act. Knowledge of post mortems and

		procedures. Knowledge of the Criminal Justice System. Knowledge of court etiquette and rules of trail. Knowledge of crime scene procedures. Report writing skills. Excellent communication skills. Computer literacy. Knowledge of Occupational Health & Safety Act and IPC Guidelines. Ability to work under traumatic and stressful environment.
<b><u>DUTIES</u></b>	:	Detailed external examination of corpses and careful documentation of findings. Supervision of the protection of a body. Dissection of the viscera. Dictation of findings pertaining to the pathology as well as trauma noted during the dissection. Collection of relevant specimens for evidentiary purposes. Maintenance of the chain of custody of report and specimens taken. Preparation of draft report and review of final autopsy report. Maintain compliance to the turnaround time of post mortem reports. Oral testimony in Court. Participate in CPD activities of the services. Required to perform overtime and shift duties. Develop appropriate skills and competencies to FPO's. Improve governance including regulatory framework and policies. Supervise staff assisting with post mortem examination.
<b><u>ENQUIRIES FOR ATTENTION</u></b>	:	Ms N.J. Mbadamana Tel No: 039 – 433 2459
<b><u>NOTE</u></b>	:	Mrs T. Madlala
	:	The successful candidate will be stationed at Port Shepstone Mortuary but will be required to go to Harding and Park Rynie Mortuaries in order to carry out post mortem services as and when required.
<b><u>CLOSING DATE</u></b>	:	21 September 2018
<b><u>POST 36/198</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1/2 REF NO: HRM 42/2018 (X2 POSTS)</u></b> Directorate: Dept of Obstetrics & Gynaecology
<b><u>SALARY</u></b>	:	GR 1: R780 612 – R840 942 per annum (All inclusive salary package) GR 2: R892 551 – R975 945 (All inclusive package)
<b><u>CENTRE</u></b>	:	King Edward VIII Hospital (KEH)
<b><u>REQUIREMENTS</u></b>	:	MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2018/2019). <b>GR 1:</b> None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner. <b>GR 2:</b> 5 years to less than 10 years experience after registration with the HPCSA as an Independent Medical Practitioner. Compulsory Overtime: Commuted overtime is compulsory for these posts. Recommendation: Computer Literacy. Knowledge, Skills, Training and Competencies Required: Good decision making, problem solving, leadership and mentoring skills, sound clinical knowledge within the discipline, knowledge of ethical medical practices, ability to assess, diagnose and manage patient, ability to deal with all Obstetrics and Gynecological Emergencies, good communication skills, computer skills, service delivery orientated, policy development.
<b><u>DUTIES</u></b>	:	Diagnose and evaluate patients state of health, ability to perform caesarian sections, evacuation, incision and drainage of abscesses etc., prescribe and utilize medicine, medical equipment, verbal therapy, etc., provide good obstetric care to all pregnant patients, deal with emotional, social and physical aspects of disease for patients and their relatives, work with clinical care units, maintain medical records, train medical interns and other junior personnel, performance of after-hours duties is a requirement, assist in departmental statistics collection.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr. S.A. Moodley Tel No: 031 360 3854
	:	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.
<b><u>NOTE</u></b>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . 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. 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. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 21 September 2018
- POST 36/199** : **MEDICAL OFFICER: REF NO: ST35/2018 (X2 POSTS)**  
Component: A & E
- SALARY** : Grade 1: R780 612 per annum all-inclusive package + a Fixed commuted overtime & 18% Inhospitable Allowance  
Grade 2: R892 551 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance  
Grade 3: R1 035 831 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance
- CENTRE REQUIREMENTS** : Stanger Hospital  
: **Grade 1:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. **Grade 2:** A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Five (5) years post registration experience as a Medical Practitioner. **Grade 3:** A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Ten (10) years post registration experience as a Medical Practitioner. Knowledge, Skills and Experience Required: Sound knowledge and skills in Emergency Medicine including advanced adult and Paediatric resuscitative intervention. Sound clinical knowledge in General medicine including management of acute and chronic medical conditions. Good interpersonal and supervisory skills. Ability to work in challenging environment. Sound assessment, diagnostic and management skills. Knowledge and skills in Emergency care. ACLS, PALS, ATLS or Diploma in Primary Emergency Care is recommended. Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution.
- DUTIES** : Provision of quality patient centered medical care to all patients in the emergency unit. Maintain accurate Medical records in accordance with legal and ethical guidelines. Provision of continuity of care to patients involving assisting in the Family Medicine Wards if the need arises. Ability to assist the senior medical staff in the smooth running of the department. To provide training for nurses, junior staff, interns and medical students. The Following Learning Opportunities Are Available in the Accident & Emergency Unit: Supervision by an Emergency Physician with daily ward rounds an "on the floor teaching" in A & E. Emergency ultrasound training. Advanced airway management and ventilation techniques. Evidence based protocol driven management. Opportunity to conduct research in the unit. Preparation for the Diploma in Emergency Care (Dip PEC). Preparation to enter the Fellowship in Emergency Medicine.
- ENQUIRIES** : Dr S. Pillay (Head Clinical Unit) Tel No: 032 437 6000
- APPLICATIONS** : Applications to be forwarded to: Human Resources Department, The Human resource manager, Stanger Hospital, Private Bag X10609, Stanger 4450
- FOR ATTENTION NOTE** : Mr. S. Govender  
: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Originally 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. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ST 35/2018. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, 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 the advertisement, please accept that your application was unsuccessful. 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 and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

- CLOSING DATE** : 21 September 2018
- POST 36/200** : **MEDICAL OFFICER: REF NO: ST36/2018 (X1 POST)**  
Component: Anaesthetics
- SALARY** : Grade 1: R780 612 per annum all-inclusive package + a Fixed commuted overtime & 18% Inhospitable Allowance  
Grade 2: R892 551 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance  
Grade 3: R1 035 831 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance
- CENTRE REQUIREMENTS** : Stanger Hospital  
: **Grade 1:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. **Grade 2:** A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Five (5) years post registration experience as a Medical Practitioner. **Grade 3:** A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Ten (10) years post registration experience as a Medical Practitioner. Knowledge, Skills and Competencies: Experience and ability in dealing with a wide variety of anaesthetic cases including High Care and ICU. Working knowledge of medical, surgical and obstetrical protocols, health policies, acts and regulations. Ability to work in multi-disciplinary team setting. Excellent communication skills. Ability to work and maintain meaningful relationships with a diverse community. Resilience and ability to cope with change. Ability to make a positive contribution in a busy department. Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution.
- DUTIES** : Clinical duties as per hospital/departmental requirements, including commuted overtime in both ICU and Operating Theatre. Provision of quality care, assisting HOD with quality assurance, quality improvement projects, morbidity and mortality reviews, monthly various type of audits, development of clinical guidelines policies. Patient satisfaction, patient satisfaction surveys reducing waiting times, identifying meetings and surpassing patients expectations. Conduct research. Maintain and continuously commuted overtime in line with hospital needs. To provide training for nurses, junior staff, interns and medical students.
- ENQUIRIES APPLICATIONS** : Dr R Matos (HOD Anaesthetics/ICU) Tel No: 032 437 6000  
: Applications to be forwarded to: Human Resources Department, The Human resource manager, Stanger Hospital, Private Bag X10609, Stanger 4450
- FOR ATTENTION NOTE** : Mr. S. Govender  
: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za). Originally 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. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ST 365/2018. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, 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 the advertisement, please accept that your application was unsuccessful. 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 and verification from the company Intellectual Property (CIPC). The

Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

- CLOSING DATE** : 21 September 2018
- POST 36/201** : **MEDICAL OFFICER GRADE 1, 2 & 3 REF NO: TCHC 02/2018 (X1 POST)**
- SALARY** : GR 1: R780 612 – R840 942 per annum (All inclusive salary package)  
GR 2: R892 551 – R975 945 (All inclusive package)
- CENTRE** : Tongaat Community Health Centre (TCHC)
- 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). **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. The appointment to **GR 3:** requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa 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.
- DUTIES** : Examine, diagnose and treat patients in OPD and short-stay ward. Emergency & non- emergency care of patients. Accept responsibility for the management of patients that attend the CHC for treatment. Ability to assist the medical staff in the smooth running of the department. Provide Medico – Legal services. Provide supervision and support to junior professional staff. Assist with the development, maintaining and upgrading of clinical protocols. Manage medical and surgical emergencies with competence. Participate in after-hours commuted overtime and perform after-hours duties. Perform minor procedures. Participate in quality improvement programme, clinical audits, peer review meetings, mortality and morbidity meeting. Facilitate in-service training and ongoing education. Supervise and assist to Junior Medical staff and nurse. Assist medical manager in administration duties. Perform duties in the ARV clinic. Promote and ensure community orientated clinic service and support to Primary Health Care services in the district. Evaluation of clinic service provided on a monthly basis. Maintain clinic professional and ethics standard related to these services. Maintain necessary discipline over staff under his/her control. Lead participants in committees such as ethics committee, quality assurance, clinic audits health and safety, therapeutic and infection control etc. Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained. Perform duties as delegated by supervisor. The incumbent will be accountable and responsible to the medical manager. You will be required to perform commuted overtime.
- ENQUIRIES** : Dr S. Bhimsan Tel No: (032) 944 5054 Ext 202
- APPLICATIONS** : All applications must be addressed to the Human Resource Manager, hand delivered to HR Department, 7 Sanele Nxumalo, Tongaat, 4400 or posted to Private Bag X 06, Tongaat, 4430
- NOTE** : Directions to candidates: The following documents must be submitted: Application for Employment Form (Form Z83) which is obtainable at any Government Department OR from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za), Certified copies of senior certificate and highest educational qualifications and Professional registration certificate- not copies of certified copies. Certified copy of Identity Document. Updated Curriculum Vitae with certificate of service. Current paid up receipt proof of registration body. Failure to comply with the above instructions will disqualify applicants. Reference Number must be indicated in the column provided on the form Z83, eg TCHC 02/2018. Please note due to the large numbers of applications we envisaged 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 within 2 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, Criminal, credit record check, verification of previous. Kindly be informed that due to budget constraints: NO S&T will be paid to any candidate that is attending the interview process.

- CLOSING DATE** : 21 September 2018
- POST 36/202** : **DEPUTY DIRECTOR: HRM SERVICES**
- SALARY CENTRE REQUIREMENTS** : R697 011 per annum (Level 11)  
 : Umgungundlovu District Office  
 : A Bachelor's Degree/National Diploma in HR Management/Human Sciences. A minimum of 3 years managerial experience in health service delivery environment. Proof of Computer Literacy & Qualifications in Microsoft Applications such as Word, Excel, Power point and Outlook; PERSAL Certificates. Proof of Valid Driver's License. Knowledge, Skills, Training and Competencies Required: Project management and strategic planning and understanding of the "push" factors affecting human resources supply and demand within the health sector. Ability to prioritize issues and other work related matters so as to comply with time frames. Broad knowledge of Human Resource Management prescripts and legislative framework. Excellent management, facilitation, communication and interpretation skills. Ability to prioritize issues and other work related matters in order to comply with tight deadlines. A clear understanding of challenges facing the Public Sector.
- DUTIES** : Ensure and facilitate the development of integrated strategic HR Plans for the District and monitor and evaluate the performance of institutions to accomplish the identified human resource management indicators, provide early warning and develop innovative solutions to overcome identified problem areas. Oversee and manage processes for the alignment of organizational and post establishment structures within the District in line with emerging service delivery demands as well as the imperatives set by the Annual Performance Plan of the District, the Service transformation Plan of the Department, Budget allocations as well as standards and workload statistics. Oversee the effective implementation of Human Resources management policy Imperatives in institutions and ensure consistency in the application thereof. Ensure as well coordinated and integrated approach to develop sound Labour Relations and within the District, promote staff wellbeing, safety, performance management and development system (EPMDS) and training and development. Manage the utilization of resources allocated to the Section inclusive of the development of staff.
- ENQUIRIES APPLICATIONS** : Mrs NM Zuma-Mkhonza Tel No: 033 897 1000  
 : All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg, 3200 OR Hand Deliver to: 171 Hoosen Hafejee Street (Burg Street), Pietermaritzburg.
- FOR ATTENTION NOTE** : Human Resource Practices  
 : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. Please attach applicable proof of current or previous employment experience endorsed by HR department or relevant employer. Preference will be given to African males.
- CLOSING DATE** : 21 September 2018

**POST 36/203** : **ASSISTANT NURSING MANAGER - SPECIALTY REF NO: ST 38 /2018 (X1POST)**  
Component: 029496 (Emergency, ICU and Crisis Centre)

**SALARY** : R581 826 per annum Plus 8% rural allowance. Benefits: 13<sup>th</sup> Cheque, home owner's allowance, and Medical aid optional [Employee must meet prescribed policy requirements]

**CENTRE REQUIREMENTS** : Stanger Hospital  
: Diploma / B degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwifery. Post basic Diploma Nursing Qualification in Trauma and Resuscitation or Critical Care Nursing with a duration of one year accredited with SANC. A minimum of 10 years appropriate/recognizable experience in 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 in specific Speciality after obtaining the 1 year post basic qualification in the relevant speciality. At least three years of the period referred to above must be appropriate/recognizable experience at management level. Current Registration with SANC (2018 Council Receipt). Proof of current / previous work experience endorsed and stamped by the employer must be attached. Knowledge, skills training and competencies required: Knowledge of nursing care and processes and procedures, nursing statutes and other relevant legal framework. Knowledge and understanding of legislative framework governing the Public service. Good knowledge and understanding of HR and financial policies and practices. Basic knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Knowledge of code of conduct, labour relations and negotiation skills. Knowledge of Public Service Acts, regulations and policies. Knowledge of SANC rules and regulations. 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 and National core Standards. Team building and diversity Management skills.

**DUTIES** : Co-ordinate of optimal, holistic and specialized nursing care provided within the set standards and a professional/ legal framework in the Emergency Department, ICU and Thuthuzela care Centre. Manage and supervise effectively the utilisation of all resources through daily and monthly allocation list in both day and night shifts. Allocate staff across all sections taking into account service delivery needs. Monitor and control usage of emergency blood and blood products. Provide accurate record keeping and statistical information on training and staffing as requested including agency staff. Develop human resource needs and staffing training needs for the Unit. Management of absenteeism. Evaluation of staff on work performance according to staff performance and management system. Execute disciplinary code and grievance following the correct procedure. Monitor of financial resources with emphasis on cost containment and keeping of all records within the financial policies regarding tenders procurement and the policy regarding revenue generation i.e UPFS. Develop risk management strategies to mitigate factors that can harm patients including implementation of IPC guidelines and protocols. Monitor, report and investigate any patients adverse event and develop control measures. Monitor annual registration of Nurses as per SANC regulations. Conduct departmental meetings. Attend clinical governance meetings, cash flow, HOD's meeting and weekly Matrons meeting. Conduct monthly departmental inspection to check for compliance with stock taking levels, asset management and control of scheduled drugs. Compile departmental reports weekly and quarterly. Develop departmental Operational Plan for each financial year. Data management.

**ENQUIRIES APPLICATIONS** : Mrs EM Shabane (Deputy Manager Nursing) Tel No: 032 437 6008  
: Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, Stanger Hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street

**FOR ATTENTION NOTE** : Mr S. Govender (Human Resource Manager)  
: Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za). Originally 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. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. St20/2018. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, 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 the advertisement, please accept that your application was unsuccessful. 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 and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

- CLOSING DATE** : 21 September 2018
- POST 36/204** : **ASSISTANT MANAGER NURSING: GENERAL STREAM (MEDICAL/SURGICAL/HAST) REF NO: GJC 12/2018**  
This is a re-advertised post; those who previously applied may re-apply.
- SALARY** : R532 449 – R617 253 per annum  
Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE** : GJ Crookes Hospital
- REQUIREMENTS** : Senior Certificate, Diploma / Degree in General Nursing and Midwifery, A minimum of 8 years appropriate recognisable experience in nursing after registration with SANC in general nursing and midwifery. At least 3 years of the period referred to above must be appropriate experience at Management level, Current registration with SANC as a General Nurse and Midwife, Appropriate/recognizable management experience in nursing component; attach proof endorsed by your HR Manager. Knowledge: Knowledge of nursing care and processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing act, Health act, Occupational Health and Safety Act, Patients right charter, Batho Pele principles etc. Knowledge and understanding of legislative framework governing the Public Service, Good human relations displaying concern for patients, promoting and advocating proper treatment and care including willingness and awareness to respond to patient’s needs, requirement and expectations (Batho Pele). Knowledge of HR and Financial Policies and Practices such as skills development Act, Public Service regulations, Labour Relations Act. Good communication, planning and organizing skills. Co-ordination and liaison and networking skills. Report writing, facilitation skills and computer literacy. Leadership skills, problem solving and negotiation skills.
- DUTIES** : Manage and co-ordinate the implementation of holistic, comprehensive, nursing care in Medical, Surgical and Hast units in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in Medical, Surgical and Hast units. Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate Nursing care. Ensure accurate record keeping and effective data management. Manage assets, consumables, and services effectively. Maintain professional growth, ethical standards, participation in training and research. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop / establish and maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter sectoral and multidisciplinary team work). Participate in the analysis, formulation and implementation of Nursing guidelines, practices, standards and procedures. Monitor and ensure all nurses are licensed to practice. Deal with grievances, labour relations issues in terms of the policies / procedures laid down i.e. manage workplace discipline. Monitor and ensure proper utilization of resources, human, financial and material. Ensure effective management of

Hast program and develop strategies to meet targets. Implement and monitor EPMDS Policies.

**ENQUIRIES** : MS PT Mkhize Tel No: 039 – 978 7019  
**APPLICATIONS** : Should be posted to: The Acting Human Resource Manager, GJ Crookes Hospital, Private Bag X5501, Scottburgh, 4180  
**FOR ATTENTION NOTE** : Mr. JL Majola  
 : Application for Employment Form (form Z83), which is obtainable at any Government Department or from the website – [www.kznhealth.gov.za](http://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** : 21 September 2018 at 16h00

**POST 36/205** : **OPERATIONAL MANAGER SPECIALTY – TRAUMA AND RESUSCITATION GRADE 1 REF NO: ST 37 /2018 (X1POST)**  
 Component: 029499

**SALARY** : Grade 1: R532 449 per annum Plus 8% rural allowance; Benefits: 13<sup>th</sup> Cheque, home owner's allowance, and Medical aid optional [Employee must meet prescribed policy requirements]

**CENTRE REQUIREMENTS** : Stanger Hospital  
 : A Diploma/ Degree in General nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse PLUS Minimum of 9 years appropriate recognisable nursing experience after registration as a professional nurse with SANC in General Nursing.at least 5 years of the period referred above must be appropriate recognisable experience after obtaining 1 year post basic qualification in Trauma and Resuscitation or Critical Care Nursing. Proof of current registration (2018 receipt).Proof of current/previous work experience endorsed and stamped by HR must be attached. Knowledge, skills training and competencies required: Knowledge of Nursing Care, Processes and Procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and Interpersonal Skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a Team player.

**DUTIES** : Assist in planning, organising and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Ability to plan and organise own work and that of support personnel to ensure proper nursing care. 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 (Batho Pele).Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the attainment of National Core Standards. Carry out EPMDS evaluation of staff, formulate training programmes and participate in the training and development of staff. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Develop a business plan for the unit. Order and monitor appropriate usage of consumables. Ensure that all equipment in the unit is adequate and is checked and in working order. Provide for a safe, therapeutic and hygienic environment. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient records. Ability to recognise Medical and Surgical emergencies and refer appropriately. Liaise

with wards to arrange patient admissions and movements. Support Nursing Management. Monitor and control usage of emergency blood and blood products

**ENQUIRIES** : Ms Q.J Cebekhulu (Assistant Manager Nursing) Tel No: 032 437 6151  
**APPLICATIONS** : Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, Stanger Hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street

**FOR ATTENTION** : Mr S. Govender  
**NOTE** : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za). Originally 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. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. St/17/2018 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, 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 the advertisement, please accept that your application was unsuccessful. 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 and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

**CLOSING DATE** : 21 September 2018

**POST 36/206** : **OPERATIONAL MANAGER REF NO: TCHC 03/2018 (X1 POST)**  
Component: (Acute Services & Trauma n Emergency)

**SALARY** : R499 953 – R599 274  
**CENTRE** : Tongaat Community Health Centre (TCHC)  
**REQUIREMENTS** : Senior Certificate/Grade 12, Diploma/Degree in General Nursing qualification and registration with the SANC as a Professional Nurse, Current registration (2018) with the South African Nursing Council as a General Nurse and Primary Health Care Nurse. A minimum of 9years appropriate /recognizable experience in nursing after registration as Professional Nurse with the SANC in General nursing plus midwifery. At least 5years of the period referred to above must be appropriate/recognizable experience, after obtaining 1 post-basic qualification in Primary Health Care. Proof of previous and current work experience on a letterhead endorsed and stamped by HR must be attached. [Certificates of Service] Recommendation Diploma /Degree in nursing management, knowledge, skills training and competencies, Demonstrate effective communication with patients, supervisors other health professionals and junior colleagues, including more complex report writing when required. Work as part of multi-disciplinary 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 junior colleagues to ensure proper nursing service in the unit. Demonstrate the required computer literacy to adequately manage information according to the requirements of the facility. Able to develop contacts build and maintain a network of professional relations in order to enhance delivery. Able to drive to carry out inspections/ supervision and attend meetings.

**DUTIES** : Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution. Ability to manage the acute, emergency/trauma unit and Primary Healthcare units. Assist in planning, organizing, monitoring and evaluation of objectives of the units and departments. Demonstrate an understanding of Human Resource and Financial Management practices and procedures. Supervise staff under your

control, both clinical and non-clinical. Manage all resources within the unit effectively and efficiently to ensure optimal service delivery. Ensure effective, efficient data management system. Able to plan and organize own work and that of support personnel to ensure proper nursing care. 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 (Batho Pele). Work as part of the multidisciplinary team to ensure effective nursing care. Demonstrate effective communication with patients, supervisor and other clinicians, including report writing when required. Ensure implementation of National Core Standards / Ideal Clinic Realization and maintenance as per legal prescripts. Ensure compliance with all National, Provincial and Professional prescripts in order to render safe patient service and improve client satisfaction. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient record Participate in the analysis and formulation of nursing policies and procedures. Carry out EPMDS evaluation of staff, formulate training programmes and participate in the training and development of staff. Provide direct and indirect supervision of all staff within the nursing department and give guidance Ensure that all equipment in the nursing department is adequate, checked and in working order. Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act occupational Health and Safety Act and all other applicable prescripts. Work effectively and amicably at supervisory level with persons of diverse intellectual cultural, racial or religious differences. Exercise control of discipline. Demonstrate flexibility where Health services need to be carried out. Oversee the functioning of the CHC and report to executive management. Ability to monitor performance indicators and develop strategic of intervention for achievements.

- ENQUIRIES** : Ms M.S. Mncwabe Tel No: (032) 944 5054 Ext 204
- APPLICATIONS** : All applications must be addressed to the Human Resource Manager, hand delivered to HR Department, 7 Sanele Nxumalo, Tongaat, 4400 or posted to Private Bag X 06, Tongaat, 4430
- NOTE** : Directions to candidates: The following documents must be submitted: Application for Employment Form (Form Z83) which is obtainable at any Government Department OR from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za), Certified copies of senior certificate and highest educational qualifications and Professional registration certificate- not copies of certified copies. Certified copy of Identity Document. Updated Curriculum Vitae with certificate of service. Current paid up receipt proof of registration body. Failure to comply with the above instructions will disqualify applicants. Reference Number must be indicated in the column provided on the form Z83, eg TCHC 03/2018. Please note due to the large numbers of applications we envisaged 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 within 2 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, Criminal, credit record check, verification of previous. Kindly be informed that due to budget constraints: NO S&T will be paid to any candidate that is attending the interview process.
- CLOSING DATE** : 21 September 2018
- POST 36/207** : **CLINICAL PROGRAMME COORDINATOR-QUALITY ASSURANCE REF NO: UMZIN 09/2018 (X1 POST)**
- SALARY** : Grade 1: R420 318 per annum Plus 13TH cheque, Housing allowance (Employee must meet prescribed requirements, Medical Aid (Optional), Rural allowance (On claim basis)
- CENTRE** : Umzinyathi Health District Office
- REQUIREMENTS** : Grade 12/Matric certificate. An appropriate B Degree/ National Diploma or equivalent qualification in Nursing PLUS Minimum of 7 years appropriate /recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Current Registration with SANC. Valid Driver's License – Code 8 plus Proof of Computer Literacy – Ms Office (Word, Excel, Outlook & PowerPoint). Attach Proof of previous and / or Current Employment verified, signed and stamped by HR Department/ Employer. Knowledge, Skills and Competencies Required: Report writing skills, Financial Management skills. Empathy and counselling skills and knowledge. Strong interpersonal,

communication and presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sectors. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with the time frames. Proven initiative, decisiveness and to acquire new knowledge swiftly.

**DUTIES** : Ensure planning, co-ordination, implementation, monitoring and evaluation of the quality assurance programmes within the district. Co-ordinate all aspects of National Core Standards Programme including assessments and activities to achieve National Core Standards accreditation. Co-ordinate peer review assessments. Visit facilities maintain reports of such visits. Ensure all facilities develop Quality Improvement Plans, action plans and submit monthly quarterly and annual reports. Conduct district quality assurance meetings and attend provincial quality meetings. Provide training and update clinical and non-clinical staffs on quality issues. Ensure clinical and nursing audits are conducted to evaluate patient care. Participate in adverse events, complaints and various other related committees to improve quality. Ensure all facilities conduct Client Satisfaction and Waiting Times surveys. Co-ordinate Batho Pele and good governance programmes. Co-ordinate activities for service excellence. Support all facilities to ensure the attainment of quality compassionate patient care.

**ENQUIRIES** : Mrs. DJ Govender Tel No: 034 – 2999100  
**APPLICATIONS** : applications should be forwarded to: The District Manager, Umzinyathi Health District Office, Private Bag X 2052, Dundee, 3000

**FOR ATTENTION** : Ms. M Ngwenya  
**CLOSING DATE** : 21 September 2018

**POST 36/208** : **CLINICAL PROGRAMME COORDINATOR-OCCUPATIONAL HEALTH & SAFETY GRADE1 REF NO: UMZIN 08/2018**

**SALARY** : R420 318 per annum  
 Other Benefits: 13th cheque, Medical aid: Optional, Homeowner's allowance: Employee must meet prescribed requirements, Rural allowance on claim basis  
**CENTRE** : Umzinyathi Health District Office

**REQUIREMENTS** : Grade 12/ Matric certificate. An appropriate B Degree/ National Diploma or equivalent qualification in Nursing PLUS Minimum of 7 years appropriate /recognizable nursing experience after registration as a Professional Nurse with South African Nursing Council in General Nursing. Current Registration with SANC. Valid Driver's License – Code 8 plus Proof of Computer Literacy – Ms Office (Word, Excel, Outlook & PowerPoint). Attach Proof of previous and / or Current Employment verified, signed and stamped by HR Department/ Employer. Knowledge, Skills and Competencies Required: Project management. Excellent management, facilitation, communication and interpersonal skills. Report writing abilities. Financial Management skills. Empathy and counselling skills and knowledge. Ability to make independent decisions. An ability to priorities issues and other work related matters and to comply with timeframes. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. A clear understating of challenges facing the Public Sector.

**DUTIES** : Ensure periodic institutional inspections, to ensure that practices are in line with Occupational Health policy and protocols. Institute and support OHS committees in all 4 institutions and clinics, inclusive of on-site training in correct practices. Ensure OHS training support to all 4 institutions, district office and satellite clinics. Assist and support institutions to meet Ideal clinic status on OH matters. Assist with strategic planning initiatives.

**ENQUIRIES** : Mr. PN Shezi Tel No: (034) 2999 113  
**APPLICATIONS** : All applications should hand delivered to: Umzinyathi Health District Office, Human Resource Office, 34 Wilson Street, Umzinyathi Health District Office, Dundee, Private Bag X 2052, 3000, Dundee, 3000

**FOR ATTENTION** : Ms. ML Nkosi  
**CLOSING DATE** : 21 September 2018

<b><u>POST 36/209</u></b>	:	<b><u>CLINICAL PROGRAMME CO-ORDINATOR GRADE 01 (INFECTION PREVENTION AND CONTROL)</u></b> Department: Monitoring & Evaluation
<b><u>SALARY</u></b>	:	R420 318 – R473 067 per annum. Other Benefits; Medical Aid (optional), 13th Cheque, Housing Allowance (employee must meet the prescribed requirements) plus 8% rural allowance
<b><u>CENTRE REQUIREMENTS</u></b>	:	Nkandla District Hospital
<b><u>DUTIES</u></b>	:	Grade 12; Degree / National Diploma in nursing that allow registration with the SANC as a Professional Nurse. Registration with SANC as Professional Nurse. A minimum of seven (7) years appropriate / recognisable experience in Nursing after registration as professional nurse with SANC in General Nursing. Current SANC receipt (2018). Proof of current and previous working experience endorsed by Human Resource Manager must be attached. Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Recommendation: Certificate in Infection, Prevention and Control. Valid driver's licence. Knowledge, Skills, Attributes and Abilities: Knowledge of infection control policies and guidelines; Legal prescripts, SANC regulations, Health and Safety Act and other related acts; Leadership, organizational, decision making and problem solving skills; Good Communication, interpersonal relations; Financial management skills.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	To provide support to hospital management team to meet the patient care needs. To execute to the best of his / her ability the duties that may be reasonably assigned by the management. To develop a written mission, objectives and quality improvement programme for IPC unit. To provide Infection Prevention & Control guidelines that protect employees from occupational risks and hazards and to ensure that environment is infection free. To manage the Infection, Prevention & Control Committee and to ensure that it is functional and all members are knowledgeable. To ensure that written policies and procedures for activities of the infection control services are in line with current standards of practice, regulations and the objectives of the service. To implement and monitor the programme at clinics and hospital. To provide training and update to all staff, facilitate and monitor its implementation thereof. To monitor and evaluate infection prevention and control practices.
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr. JN Shabane Tel No: 035-833 5000 EXT 5001 (C.E.O) Applications should be directed to: The Acting Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855 Mrs. SG Masikane Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> 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. African males are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	28 September 2018



<b><u>POST 36/210</u></b>	:	<b><u>CLINICAL PROGRAMME CO-ORDINATOR: QUALITY MANAGER – GRADE 1</u></b> (All applicants that previously applied for this post are requested to kindly re-apply)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	Grade 1: R420 318 – R473 067 Tongaat Community Health Centre (TCHC) 13 <sup>th</sup> Cheque Medical Aid (optional) Housing Allowance (Employee must meet the prescribed requirement) Senior Certificate (Grade 12) Degree or Diploma in General Nursing and Midwifery Registration with South African Nursing Council (SANC) as a Professional Nurse current registration with SANC (SANC receipt 2018) A minimum of 7 years appropriate/recognizable experience after registration as a professional nurse. Proof of current and previous experience endorsed by Human Resource must be attached (Certificate of Service). Recommendation A valid B driver's license. Computer Literacy Certificate for Word & Excel. Knowledge & Skills & Competencies, Knowledge of SANC regulations, health policies, current public service and health related legislations. Practical experience in Quality Assurance and Accreditation. Knowledge of National and Provincial Quality initiatives. Presentation and facilitation skills, assertiveness and diplomacy. High level of interpersonal relationship skills. High level of initiative and innovation. Good communication skills (written verbal) Problem solving and decision making skills. Computer literacy in word processing and excel spread sheet packages. Data management.
<b><u>DUTIES</u></b>	:	Develop and promote quality assurance culture within the institution. Provide professional and technical support for the provision of quality care. Develop and implement quality assurance programmes, guidelines, protocols, norms & standards. Facilitate formation of quality assurance committees and ensure effective functioning of these committees and that all staff participates in quality assurance programmes. Conduct the Ideal clinic and National core standards surveys. Ensure that quality improvement programmes are formulated and implemented in order to address short-comings and non-compliances. Ensure and monitor the compliance of the institution to Quality Programs especially to National Core Standards, Ideal clinic and NHI. Facilitate and participate in the development of institutional policies and protocols with regards to provision of quality care. Facilitate the surveys that determine the delivery of quality care at institutional level including clinical care, waiting times and client experiences of care. Co-ordinate internal quality clinical audits and ensure development of QIP,s to bridge identified gaps. Maintain accurate reports and records of quality assessments and ensure timeous interventions on non-compliance. Compile and submit monthly/quarterly reports to the M & E and CHC Manager for timeous submission to the district. Develop budget plan for the unit and exercise control over utilization of such budget. Represent the institution on the District Quality Improvement Committees. Manage the quality of information structures and mechanisms within the institution. Participate in the verification process of institutional data.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs R Singh Tel No: (032) 944 5054 Ext 281 All applications must be addressed to the Human Resource Manager, hand delivered to HR Department, 7 Sanele Nxumalo, Tongaat, 4400 or posted to Private Bag X 06, Tongaat, 4430
<b><u>NOTE</u></b>	:	Directions to candidates: The following documents must be submitted: Application for Employment Form (Form Z83) which is obtainable at any Government Department OR from the website – <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> , Certified copies of senior certificate and highest educational qualifications and Professional registration certificate- not copies of certified copies. Certified copy of Identity Document. Updated Curriculum Vitae with certificate of service. Current paid up receipt proof of registration body. Failure to comply with the above instructions will disqualify applicants. Reference Number must be indicated in the column provided on the form Z83, eg TCHC 03/2018. Please note due to the large numbers of applications we envisaged 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 within 2 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, Criminal, credit

record check, verification of previous. Kindly be informed that due to budget constraints: NO S&T will be paid to any candidate that is attending the interview process.

- CLOSING DATE** : 21 September 2018
- POST 36/211** : **PROFESSIONAL NURSE – GENERAL NURSING STREAM REF NO: DANCHC 05/2018 (X3 POSTS)**  
Cluster: Maternity
- SALARY** : Grade 1: R198 462 – R280 437 per annum  
Grade 2: R297 516 – R343 296 per annum  
Grade 3: R362 559 – R459 294 per annum  
Other benefits: 13<sup>th</sup> Cheque; Medical Aid (Optional); Housing Allowance:  
Prescribed requirements to be met Inhospitable Area Allowance: 8%
- CENTRE REQUIREMENTS** : Dannhauser Community Health Centre
- DUTIES** : Standard 10 or Grade 12. Proof of current registration with SANC (2018). Diploma/Degree in General Nursing PLUS Midwifery. Registration with South African Nursing Council as the General Nurse and Midwife. All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: Experience in maternity department. Knowledge of nursing care process and procedures and other legal framework. 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. Conflict management and negotiation skills.
- ENQUIRIES APPLICATIONS** : Provision of quality patient care through setting of standards, policies and procedures. To provide nursing care that lead to improved service delivery by upholding Batho Pele principles and Patient's rights. Ensure and advocate for the provision and supervision of patient's needs. Improve perinatal mortality and morbidity through implementation of priority programmes; e.g. EMTCT, CARMA, MBFI and ESMOE. Provide and manage all resources within the unit cost effectively and ensure optimum service delivery. Provide quality nursing care for patients with obstetric emergencies. Ensure the provision of a safe and therapeutic environment for patients, staff and public through implementation of Infection Control and Prevention, Occupational Health and Safety Act and prevention of medico/legal risks. Create and maintain complete and accurate patient records and registers. Ensure the provision of accurate statistical information for data management. Assist in the Implementation of National Core Standards and IDEAL Clinic. Provide adequate and health education, awareness and involved in campaigns. Promote women's, mother and child health. Advocate for the Nursing Profession by promoting Professionalism and Nursing Ethics.
- FOR ATTENTION NOTE** : Mrs M Ntseki Tel No: 034 – 621 6119  
All applications should be forwarded to: The Assistant Director: HRM; KZN: Department of Health; Private Bag X1008; Dannhauser; 3080; OR Hand delivered to: Dannhauser Community Health Centre; No 7 Durnacol Road; Dannhauser; 3080  
Mrs DBP Buthelezi  
Applications must be submitted on the prescribed application for Employment Form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Certificates, Identity Document and Driver's Licence (not copies of previously Certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Failure to comply with the Above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks security clearance (vetting), criminal clearance, credit records and citizenship, verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no Notification of appointment is received within 3 months after the closing Date, they must accept that their applications were unsuccessful. Applicants In possession of foreign qualification must attach an evaluation certificate From the South African Qualifications Authority (SAQA) to their Applications. Non-

**CLOSING DATE**

:

RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. Preference will be given to Indian males and Indian females.  
21 September 2018