

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

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

OTHER POSTS

- POST 37/103** : **MEDICAL SPECIALIST GR 1, 2 AND 3) REF NO: GS 50/18**
Component – Oncology
- SALARY** : Grade 1: R1 051 368 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.
Grade 2: R1 202 112 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.
Grade 3: R1 395 105 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
: Minimum Requirements: MBChB or equivalent, FCRadOnc (SA) and / or MMED. Current Registration with HPCSA as a Specialist Oncologist. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration as Specialist with the Health Professions Council of South Africa. **Grade 1:** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. **Grade 2:** Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. **Grade 3:** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Knowledge, Skills and Experience: Ability to teach and supervise postgraduate training. Middle management skills. Knowledge of the ethical and academic basics of research principles. Good administrative, clinical decision-making and communication skills. Sound knowledge in both medical and radiation oncology. Proven research experience.
- DUTIES** : Control and management of clinical services as delegated by the Head of Department. Maintain satisfactory clinical, professional and ethical standards related to these services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit. Conduct, assist and stimulate research. Train undergraduate and postgraduate medical students and allied health personnel and participate in formal teaching as required by the department. Promote community-orientated services. Conduct outpatient clinics and provide expert opinion where required.
- ENQUIRIES APPLICATIONS** : Dr EL-Koha Tel No: 033 897 3222
: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200
- FOR ATTENTION NOTE** : Mrs. M. Chandulal
: Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website b) 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 50/18. 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).

- CLOSING DATE** : 28 September 2018
- POST 37/104** : **MEDICAL OFFICER OBSTETRICS & GYNAECOLOGY GRADE 1/2/3 REF NO: NDH 43/2018**
Cluster: Obstetrics and Gynaecology Unit
- SALARY** : R780 612 - R1 035 831 All inclusive package, consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime and its group is subject to the needs of the Department, in which case the incumbent will have to sign a Commuted Overtime Contract form.
- CENTRE** : Northdale Hospital
- REQUIREMENTS** : Matric certificate or equivalent, MBCHB Degree or equivalent Plus, Current registration with the Health Professions Council of South Africa as a Medical Practitioner, Registration certificate with Health Professions Council of South Africa as a Medical Practitioner, Appropriate clinical experience depending on the grade for which you are applying (see below). Proof of current and previous work experience endorsed by the employer must be attached for (Grade 02 and Grade 03). **Grade 1:** Experience: Appropriate qualification in the relevant discipline that allows registration as a Medical Officer with HPCSA. Foreign candidates require 1 year relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. **Grade 2:** Experience: Appropriate qualification in the relevant discipline that allows registration as a Medical Officer with HPCSA plus 5 years after registration with the HPCSA as a Medical Officer. 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. **Grade 3:** Experience: Appropriate qualification in the relevant discipline that allows registration as a Medical Officer with HPCSA plus 10 years after registration with the HPCSA as A Medical Officer. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. Recommendations: Diploma, Experience or Postgraduate training in Obstetrics & Gynaecology will be an added advantage. 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: Sound knowledge of general medicine and in the discipline of Obstetrics and Gynaecology, Ability to deal with medical and obstetrical/gynaecology emergencies, Sound knowledge of the PMTCT programme as determined by the 2015 national guidelines and policies, Sound knowledge of medical ethics, Sound knowledge of legislation relating to the practice of Obstetrics and Gynaecology in South African, such as the Health Act, the Choice of Termination of Pregnancy Act, the Children's Act etc. Ability to perform termination of pregnancy will be an added advantage. Good communication, team building and motivation skills, Basic computer literacy.
- DUTIES** : To provide holistic medical care to patients seeking medical attention at the institutions. To be able to assess, manage and follow up patients according to departmental policies. To ensure the provision of safe, ethical and high quality medical care. To be able to contribute to the realization of the departmental strategic goals. Manage medical and obstetrical/gynaecological emergencies. To participate in after-hours medical service as per call roster, this is essential. To participate in Monitoring & Evaluation programme with relation to patient care delivery. Assist with the supervision and support of junior medical officers, CSOs and medical interns. Provide Outreach assistance as may be required under the supervision of the Metropolitan Head of Obstetrics and Gynaecology. Impart surgical skills to Medical Officers and interns in the Department. Accept responsibility for continuous professional development to keep up to date with new developments in the field of Obstetrics and Gynaecology Participate in the departmental academic programmes, perinatal mortality and morbidity review meetings, and any other meetings.

ENQUIRIES : DR VK Maistry Tel No: 033 387 9000 Ext 9014

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

FOR ATTENTION : Dr VK Maistry

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Note: The incumbent will be required: To rotate between Grey's and Northdale Hospitals on a rotational basis; To sign a performance agreement with the Head of Department within the rules of Employee Performance Management Development Systems (EPMDS).

CLOSING DATE : 28 September 2018

POST 37/105 : **MEDICAL OFFICER REF NO: SAH 15/2018 (X1 POST)**

SALARY : Grade 1: R780 612 per annum (All inclusive package)
Grade 2: R892 551 per annum (All inclusive package)
Grade 3: R1 035 831 per annum (All inclusive package)

CENTRE : ST Andrews Hospital

REQUIREMENTS : **Grade 1:** Senior Certificate Plus Appropriate qualification in Health Science-MBCHB Plus Current registration with HPCSA as a Medical Practitioner OR 1 year relevant experience after registration as a Medical Practitioner with a recognised 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. **Grade 2:** Senior Certificate Plus Appropriate qualification in Health Science-MBCHB Plus Current registration with HPCSA as a Medical Practitioner plus 5 years experience after registration with the HPCSA as a Medical Practitioner OR 6 years experience after registration as a Medical Practitioner with a recognised 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. **Grade 3:** Senior Certificate Plus Appropriate qualification in Health Science-MBCHB Plus Current registration with HPCSA as a Medical Practitioner plus 10 years experience after registration with the HPCSA as a Medical Practitioner OR 11 years experience after registration as a Medical Practitioner with a recognised 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. Skills: Ability to diagnose and manage common medical and surgical problems including emergencies in the major clinical disciplines. Surgical and Anesthetic skills. Sound knowledge and experience in the respective medical discipline. Sound knowledge of Human Resource Management, Information Management and Quality Assurance Programme. Knowledge of current health and public service legislation, regulations and policies. Sound Medical ethics and emphasis on budget control, epidemiology and statistics. Sound teaching and supervisory skills. Good communication and interpersonal skills.

DUTIES : Providing a holistic patient care, inclusive of preventive measures, treatment and rehabilitation. Assist with human resource development for medical staff. Conduct orientation and induction for new staff. Conduct continuous professional development by organizing information seminars. Ensuring correct patient management through the implementation of quality standards and practice and treatment protocols. Ensuring the development, maintenance and updating of clinical procedures. Ensuring effective utilization of all resources in the clinical field within the sphere of functioning. Provide Medical Services at the department appointed to. Clinical responsibilities including examine, investigate, diagnose and oversee that treatment of patients in the relevant department. Provide guidance, training, evaluation and mentorship of junior medical staff. Participate in community health programmes. Monitor the cost effectiveness of medical examinations with due regard of effective patient care, and ethical decision making. Assist the evaluation of existing standards and effectiveness of health care. Assist with application of sound labour relations policy in accordance with relevant legislation and guidelines

ENQUIRIES : DR SK Lumeya Tel No: 039-4331955 EXT 214

APPLICATIONS : All applications should be forwarded: The Chief Executive Officer. ST Andrews Hospital, Private Bag X1010 Harding, 4680 or hand delivery: 14 Moodie Street, Harding 4680.

FOR ATTENTION : Human Resource Manager

CLOSING DATE : 28 September 2018

POST 37/106 : **CONTROL ENGINEERING TECHNICIAN GRADE B: REF NO: AMAJ03/2018 (X1 POST)**

SALARY : R724 112 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements

CENTRE : Amajuba Health District Office: Newcastle

REQUIREMENTS : Standard 10/ Grade 12 Plus Degree or National Diploma in Civil, Building, Structural or Electrical Engineering, Plus Six years post qualification technical experience. Compulsory registration with ECSA as a Professional Engineering Technician. Proof of valid Code B Driver's License (Code 8). Proof of Computer Literacy: MS Office Software Applications such as Excel, Power Point, Word, etc. Knowledge, Skills, Training and Competencies Required: Sound project management skills, analytical thinking, computer literacy, team building and training skills. Sound knowledge of all trades and engineering systems installed and used by health facilities and strong structural and technical ability across all disciplines including structural, electrical, mechanical, refrigeration and civil aspects. Sound knowledge of financial, human and labour relations management. An understanding of the challenges facing the public health sector. Ability to priorities issues and other work related matters and to comply with the time frames. Ability to work to specification, translate planning inputs to practical construction and maintenance results. High level of accuracy and quality. Interpretation of relevant policies. Understanding of building regulations and relevant by- laws. Effective external and internal communicator.

DUTIES : Oversee the development and implementation of plans for upgrading or building of Hospital buildings Equipment, Forensic Mortuaries, EMS, Nursing Campus, Environmental Health, CHC, VCT, PMTCT, Park homes and Clinics. Inspect and approve sites planned for the construction of new health facilities to establish the suitability thereof to the environment and surrounding infrastructure. Perform periodic inspection of building sites with engineering consultants to ensure that building practices comply with plans and specifications. Monitor that preventative maintenance is being conducted at all relevant health facilities and ensure planned and unplanned maintenance is carried out of appropriately and timely. Develop and review annual District infrastructure program implementation plans and budget planning for the sub component. Manage the District infrastructure budget to ensure that planned spending patterns meet planned time frames on maintenance including Hospitals, clinics, Mortuaries and EMS bases. Provide technical support to all Engineering and Artisan staff at Hospitals and related facilities. Manage District infrastructure and assume overall managerial responsibility for the supervision, development and guidance of all infrastructure development Sub

<u>ENQUIRIES</u>	:	Component staff in the District. Support all PHC facilities and Hospitals to meet National Core Standards. Support all PHC facilities to meet Ideal Clinic standards.
<u>APPLICATIONS</u>	:	DR Amet Tshabalala Tel No: 034-328 7000
<u>FOR ATTENTION</u>	:	All applications should be forwarded to: The Acting Deputy Director: Human Resource Management Services: KZN Department of Health, Private Bag X6661, Newcastle, 2940 or Hand delivered to: 38 Voortrekker Street, Newcastle
<u>NOTE</u>	:	Mrs. GC 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 License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will Not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Males are encouraged to apply and people with disability also should feel free to apply.
<u>CLOSING DATE</u>	:	28 September 2018
<u>POST 37/107</u>	:	<u>DEPUTY MANAGER: HRM SERVICES REF NO: UGU 05/2018</u>
<u>SALARY</u>	:	An all-inclusive MMS package of R697 011 per annum (Level 11)
<u>CENTRE</u>	:	Ugu Health District Office
<u>REQUIREMENTS</u>	:	Senior Certificate; 3 year Bachelor Degree / National Diploma in HR Management / Human Sciences / Public Management or Administration; A minimum of 3 years' Managerial Experience in Human Resource Management; Persal certificate; Proof of computer literacy: MS Office Software Applications; Valid code EB driver's license (code 8); Project management and strategic planning; An understanding of the "push" factors affecting human resource 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 HR practices and disciplines; Excellent management, facilitation, communication and interpretation skills; Expert knowledge legislative and policy framework informing the area of operation; Ability to capture and communicate the essence of recommendation in a concise and clear corporate language; Ability to prioritize issues and after work related matters in order to comply with tight deadlines; A clear understanding of challenges facing the Public Sector.
<u>DUTIES</u>	:	Ensure and facilitate the consolidation of an integrated HR Plan 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 a well-coordinated and integrated approach to develop sound labour relations and within the District promote staff wellbeing, safety, employee performance management and develop system (EPMDS);

Manage the utilization of resources allocated to the section inclusive of the development of staff; Provide District HR compliance and support services.

ENQUIRIES : Mrs S. Govender Tel No: 039 – 688 3000

APPLICATIONS : Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240

FOR ATTENTION : Mrs T. Madlala

CLOSING DATE : 28 September 2018

POST 37/108 : **ASSISTANT NURSING MANAGER (SPECIALTY UNIT) REF NO: FNH 06/2018 (X1 POST)**

SALARY : R581 826 – R654 840 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), Home Owners Allowance, etc., (employee must meet the prescribed requirements).

CENTRE : Fort Napier Psychiatric Hospital

REQUIREMENTS : Senior Certificate or equivalent Degree/Diploma in General and Psychiatric Nursing; Diploma in Advanced Psychiatric Nursing; A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing; At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification in Advanced Psychiatry Nursing; A minimum of 3 years of the period referred to above must be appropriate/recognizable experience at supervisory level; Proof of current and previous work experience endorsed and signed by Human Resource i.e. certificate of service and Current registration with SANC (2018). Knowledge, Skills, Training and Competencies: Knowledge of nursing prescripts, policies, procedures and protocols. Knowledge and experience of the Public Service Policies, Acts and Regulations. Sound Management, Negotiation, Interpersonal and problem solving skills. Knowledge of Human Resource matters, Labour Relations and Disciplinary procedures and Basic Financial Management skills. Good verbal and written communication, problem solving and project management skills; Ability to function well within the team; and Basic computer literacy.

DUTIES : Provide guidance and leadership towards the realization of the Institutional strategic and operational goals. Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care within legal framework. Ensure that sound labour relations is promoted on night duty and practiced within the scope of labour and other relevant prescripts. Ensure that the environment complies with the Health and Safety regulations and other relevant prescripts in order to minimize risks. Ensure that staff adheres to the standard precautions and that their welfare is maintained to achieve optimal productivity. Exercise control of expenditure by ensuring efficient and effective management of material and human resources. Ensure the implementation of national, provincial and district quality improvement initiatives at the hospital level and Conduct nursing staff meetings to disseminate information such as updates on nursing, new policies etc.

ENQUIRIES : Mrs TN Ngcobo Tel No: (033) 260 4341

APPLICATIONS : Applications must be forwarded to: The Human Resource Department, Fort Napier Hospital, PO Box 370, Pietermaritzburg, 3200, OR Hand delivered to: 01 Devonshire Road, Napierville, Pietermaritzburg, 3201

FOR ATTENTION : Mr. S. Shabalala

CLOSING DATE : 28 September 2018

POST 37/109 : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (QUALITY ASSURANCE) REF NO: KCD 03/2018**

SALARY : R420 318 per annum plus benefits 13th cheque, medical aid (optional) and housing allowance (employee must meet prescribed conditions)

CENTRE : King Cetshwayo District Office

REQUIREMENTS : Grade 12 or (Senior certificate). Diploma / Degree 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 (2018 SANC receipt). Valid driving licence. Proof of

computer literacy – MS Office (Word, Excel, Outlook & PowerPoint). Proof of current experience endorsed and stamped by Human Resources. Knowledge, Skills, Training and Competencies Required: Strong interpersonal, communication and presentation skills. Sound project management skills. Ability to make independent decisions. A strong policing / auditing aptitude. An understanding of the challenges facing the public health sector. High levels of accuracy. Proven initiative, decisiveness and to acquire new knowledge swiftly. Report writing skills. Financial Management skills. Empathy and counselling skills and knowledge. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with the time frames.

DUTIES

: Conduct inspections to ensure that Quality Assurance plans are implemented and that practices are according to specified policy. Perform training and guidance activities to instill a culture of service delivery in all service areas within the district. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery at all district health institutions. Ensure that Quality Assurance committees are established; that these have quality improvement projects and that significant change is recognised and rewarded. Identify best practice and implement these to continuously advance Quality Assurance in the District. Interact with university and COHSASA role players to enhance the Quality Assurance procedures and practices. Perform quality improvement audits and survey monthly and report to senior management. Identify, facilitate and co-ordinate all Quality Improvement Plans. Ensure implementation of National Core Standard and Provincial initiatives (Patients Right Charter, Batho Pele programmes etc). Ensure that all facilities conduct Patients Experience of Care and Waiting Times Surveys. 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 Patient Experience of Care 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 IF Mkhize Tel No: 035-787 6204

APPLICATIONS

: All applications should be posted to: The District Director, King Cetshwayo Health District Office, Private Bag X20034, Empangeni, 3880

FOR ATTENTION

: Mr S.D Mzimela

NOTE

: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driver's Licence – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview.

CLOSING DATE

: 28 September 2018

POST 37/110 : **CLINICAL PROGRAM COORDINATOR GRADE 1 REF NO: NDH 42/2018**
Cluster: Nursing Department

SALARY : Grade 1: R420 318. Other Benefits: 13th Cheque Medical Aid (optional) Housing Allowance (employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Northdale Hospital: Pietermaritzburg
: Senior certificate/Grade 12, Basic R425 qualification – Diploma / degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with South African Nursing Council as a professional nurse (2018). A minimum of 7 years appropriate/ recognisable experience in nursing after registration as a Professional nurse with the South African Nursing Council in General Nursing. Recommendation: Valid driver's licence, Certificate in Infection Prevention and Control, Computer literacy. Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by human resource management. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks i.e. Nursing Act, Infection Prevention & Control, Occupational Health & Safety Act. Patient's Rights Charter, Batho Pele Principals, Public Service Regulations, Grievance Procedures etc. Work effectively and amicably at a supervisory level, demonstrating leadership, organizational decision making and problem solving abilities. Demonstrate good report writing and presentation skills as a communication strategy to enhance service delivery. Financial and budgetary knowledge pertaining to the relevant resources under management.

DUTIES : Ensure that the development, implementation and review of Infection Prevention and Control guidelines, protocols, norms and standards are in line with current standards of practice regulations and the objectives of the service. Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes e.g. Regular audits, accurate record keeping, identify health indicators and risk factors, in-service training/health education for all staff and clinics on Infection Control and Prevention. Surveillance of health care associated infections, anti-microbial resistance and notifiable conditions. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care e.g. Attend meetings, participate with members of the health team in decision making pertaining to health care delivery, consult/liaise with organisations and special interest groups. Coordinates functions and activities of the Infection Prevention & Control. To ensure a high standard of infection prevention & control by monitoring infection risks to patients, visitors and Health Care workers. Ensure a high standard of thoroughness and accuracy in minimizing further transmission of communicable diseases. Promote interdisciplinary/intersectoral liaison. Inculcates in every employee, patient and their families the knowledge, interests and alertness to principles of Infection Control.

ENQUIRES APPLICATIONS : Mr M Zondo Tel No: 033 387 9000
: All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200

FOR ATTENTION NOTE : Mr M Zondo
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing

date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

- CLOSING DATE** : 28 September 2018
- POST 37/111** : **OPERATIONAL MANAGER: GENERAL (NIGHT DUTY) REF NO: MURCH 7/2018 (X1 POST)**
- SALARY** : R420 318. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
- CENTRE** : Murchison Hospital
- REQUIREMENTS** : Senior Certificate, Degree / Diploma in General Nursing and Midwifery. Current Registration with SANC as General Nurse and Midwife. A minimum of years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department (to be attached to application). Knowledge, Skills and Competencies: Senior Certificate, Diploma / Degree in General Nursing and Midwifery, Current registration with SANC as a General Nurse and Midwife, A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing.
- DUTIES** : Provision of Quality Nursing Care through the implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To effectively manage the utilization and supervision of resources. Oversee effective overall functioning of the facility at night. Maintain professional growth / ethical standards and self-development. Implementation and management of Infection Control and Prevention Protocols, Safety and Risk Management. Maintain accurate and complete patient records according to legal requirements. To participate in Quality improvement programmes and Clinical Audits. Provide direct and indirect supervision of wards and night staff. Participate and ensure the implementation of National Core Standards, National Health Priority and quality improvement initiatives. Maintain discipline in all Labour related issues, grievances in terms of laid down procedures and policies. Ensure staff development and performance by implement EPMDS and other related HR Policies.
- ENQUIRIES** : Mrs CN Mkhwanazi Tel No: 039-6877311 ext 127
- APPLICATIONS** : all applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone 4240 or hand delivered to: Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae and Identity document. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 7/2018. Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (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 in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in

all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

- CLOSING DATE** : 28 September 2018
- POST 37/112** : **ULTRASOUND RADIOGRAPHER GRADE 1, 2, 3 REF NO: NDH 44/2018**
Cluster: Medical Department
- SALARY** : Grade1: R374 364
Grade 2: R440 982
Grade 3: R519 456
Other Benefits: 13th Cheque Medical Aid (optional) Housing Allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Northdale Hospital: Pietermaritzburg
Senior certificate/Grade 12, National Diploma/Degree in Ultrasound Plus, Original registration with Health Professions Council South Africa (HPCSA) in the category Independent Practice: Ultrasound. Current registration with HPCSA as an ultrasound radiographer (2018-2019) in the category Independent Practice: Ultrasound. **Grade 1:** Four (4) years appropriate experience after registration with HPCSA as a Diagnostic Radiographer. **Grade 2:** Minimum of 14 years relevant experience after registration with HPCSA of which 10 years must be after registration in Ultrasound. **Grade 3:** Minimum of 24 years relevant experience after registration with HPCSA of which 20 years must be after registration in Ultrasound. Applicants with four (4) year Radiography Speciality qualification (not in possession of Diagnostic Radiography qualification) who do not have experience as a Diagnostic radiographer may apply and will be appointed as a Diagnostic Radiographer. Knowledge, Skills, Training and Competencies Required: Sound knowledge of obstetrics and Gynaecology ultrasound. Sound knowledge of general ultrasound scans. Sound knowledge of Ultrasound procedures and protocols, Sound report writing and administrative skills. Computer literacy. Knowledge of relevant Health and Safety Policies, Regulations and Acts. Able to work autonomously. Sound communication, problem solving, teaching and training skills. Good interpersonal relations and ability to perform well within a team.
- DUTIES** : Provision of high quality ultrasound services according to patients needs. Execute all ultrasound procedures competently to prevent complications. Perform general administrative duties as required. Provide guidance and supervision to junior staff and students. Promote Batho Pele in execution of all duties for effective service delivery. Inspect and utilize equipment professionally to ensure that they comply with safety regulations. Give factual information to patients and clients on ultrasound. Promote good health practices and ensure optimal patient care. Compile report and memos as required in the working environment. Participate in Ultrasound quality improvement programs and compliance with National Core Standards. Participate in developing protocols to ensure that sonographic services comply with the required prescripts. Participate in continued professional development (CPD).
- ENQUIRES APPLICATIONS** : R Bedford Tel No: 033 387 6459
All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200
- FOR ATTENTION NOTE** : Dr VK Maistry
Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company

Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

- CLOSING DATE** : 28 September 2018
- POST 37/113** : **MEDICAL SPECIALIST –NEPHROLOGIST (GRADE 1, 2, AND 3) (SESSIONAL POST) –14 SESSIONS PER WEEK REF NO: GS 49/18**
Component – Internal Medicine
- SALARY** : Grade 1: R368 368 per annum
Grade 2: R420 784 per annum
Grade 3: R488 488 per annum
- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg Hospital Complex
: MBChB or equivalent. Current Registration with HPCSA as a subspecialist Nephrologist. **Grade 1:** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist in the relevant discipline. **Grade 2:** Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. **Grade 3:** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Recommendations: Experience in Nephrology. Knowledge, Skills, Training and Competency Required: Knowledge of the following as they relate to key performance areas and activities: Clinical Nephrology medical ethics, legislation, public service regulations and practice, learning and teaching principles, administration and management. Skills as they relate to the key areas and activities: Management of renal conditions, learning and teaching skills, public service administration and management. Communication: Ability to transfer meaning in the various contexts in which activities take place by verbal, written and digital means.
- DUTIES** : Clinical Skills and Service Delivery. In-patient and Out-patient Nephrology care of an acceptable standard and level at hospitals in the Pietermaritzburg Metropolitan Area. This may include outreach in Area 2. Assist with after hours senior cover of Nephrology services dependent on operational need. Performance: Maintain professional and ethical working standards. Development: Self development - comply with continuing professional development requirement and maintain HPCSA registration. Service development: assist with in-service training of staff quality improvement initiatives, operational research, protocol development etc and participate actively in departmental academic programs. Supervision and support: Supervise staff in Nephrology services. Comply with and participate in human resource management processes when required. Administration and management: Assist in the administration and management of the PMB Metropolitan Department of Internal Medicine monitoring, audits, surveys and planning. Advise on relevant insurance reports and medico-legal problems, analysis of mortality and morbidity, initiating or participating in quality improvement audits etc. Maintain up to date knowledge and skills relevant to departmental and public service clinical service administration.
- ENQUIRIES APPLICATIONS** : DR K. Rasmussen Tel No: 033 – 897 3289
: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200
- FOR ATTENTION NOTE** : Mrs. M. Chandulal
: Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website b) 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 50/18. 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).

- CLOSING DATE** : 28 September 2018
- POST 37/114** : **PROFESSIONAL NURSE-SPECIALTY STREAM-THEATRE REF NO: MURCH 10/2018 (X1 POST)**
- SALARY** : Grade 1: R362 559 per annum
Grade 2: R445 917 per annum
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
- CENTRE REQUIREMENTS** : Murchison Hospital
Senior Certificate, Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Operating Theatre Technique, Current Registration with SANC as General Nurse and Operating Theatre. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department (to be attached to application). **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing and Operating Theatre Technique. **Grade 2:** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Operating Theatre Technique, of which at least 10 years must be appropriate / recognizable experience, after obtaining the one year post basic qualification in the relevant specialty. Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures, 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, Knowledge of SANC rules and regulations, Knowledge of Batho Pele Principles and patients' rights charter.
- DUTIES** : Must be able to handle operating and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients' rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDs as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment.
- ENQUIRIES APPLICATIONS** : Mrs CN Mkhwanazi Tel No: 039-6877311 ext 127
all applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone 4240 or hand delivered to: Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae and Identity document. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 7/2018. Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (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 in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

<u>CLOSING DATE</u>	:	28 September 2018
<u>POST 37/115</u>	:	<u>PROFESSIONAL NURSE-SPECIALTY STREAM REF NO: MURCH 8/2018 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R362 559 per annum Grade 2: R445 917 per annum Other Benefits: 13 th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
<u>CENTRE REQUIREMENTS</u>	:	Murchison Hospital Senior Certificate, Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Advance Midwifery and Neonatal Nursing Science, Current Registration with SANC as General Nurse and Midwife. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department (to be attached to application). Grade 1: Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing and Midwifery. Grade 2: Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Midwifery, of which at least 10 years must be appropriate / recognizable experience Maternity services, after obtaining the one year post basic qualification in the relevant specialty. Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures, 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, Knowledge of SANC rules and regulations, Knowledge of Batho Pele Principles and patients' rights charter.
<u>DUTIES</u>	:	Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients' rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMS as well as student progress reports. Show understanding of Perinatal Problem Identification. Analyse reports and utilize the information to improve the health status of women. Ensure the implementation of saving mothers, saving babies recommendation. Ensure the implementation of Antenatal and post-natal policy including PMTCT.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs CN Mkhwanazi Tel No: 039-6877311 ext 127 all applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone 4240 or hand delivered to: Human Resources Department Murchison Hospital
<u>NOTE</u>	:	The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za . Certified copies of highest educational qualification – not

copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae and Identity document. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 7/2018. Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (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 in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

- CLOSING DATE** : 28 September 2018
- POST 37/116** : **PROFESSIONAL NURSE-SPECIALTY STREAM-PAEDIATRIC REF NO: MURCH 9/2018 (X1 POST)**
- SALARY** : Grade 1: R362 559 per annum
Grade 2: R445 917 per annum
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
- CENTRE** : Murchison Hospital
- REQUIREMENTS** : Senior Certificate, Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Child Nursing Science accredited by SANC, Current Registration with SANC as General Nurse and Midwife. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department (to be attached to application). **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing and Midwife. **Grade 2:** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Midwife, of which at least 10 years must be appropriate / recognizable experience, after obtaining the one year post basic qualification in the relevant specialty. Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures, 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, Knowledge of SANC rules and regulations, Knowledge of Batho Pele Principles and patients' rights charter.
- DUTIES** : To execute duties and functions with proficiency within prescript of applicable legislation. To participate in quality improvement programmes, clinical audits and National core standards. Uphold Batho Pele and patient's rights principles and citizen's charter. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDs as well as student progress reports. Show understanding of CHIPP. Analyse reports and utilise the information to improve the health status of children. Ensure the implementation of all guidelines, protocols and policies.
- ENQUIRIES** : Mrs CN Mkhwanazi Tel No: 039-6877311 ext 127

- APPLICATIONS** : all applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone 4240 or hand delivered to: Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae and Identity document. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 7/2018. Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (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 in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.
- CLOSING DATE** : 28 September 2018
- POST 37/117** : **PROFESSIONAL NURSE SPECIALTY GRADE 1/2: REF NO: HRM 43/2018 (X1 POST)**
Directorate: Trauma Medical and Surgical (Medical Emergency)
- SALARY** : Gr 1: R362 559 – R420 318 per annum
Gr 2: R445 917 – R548 436 per annum
Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.
- CENTRE** : King Edward VIII Hospital
- REQUIREMENTS** : Matric/Senior Certificate or equivalent qualification, degree / Diploma in General Nursing, registration with S.A.N.C. as a General Nurse and Specialty Nurse, one year Post Basic registration Degree/Diploma in Trauma plus 4 years appropriate / recognizable registration experience as a General Nurse, proof of current registration with SANC. **Gr 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse Plus one year post basic qualification in Trauma Specialty. **Gr 2:** A minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification (Specialty) in Trauma. Recommendation: Computer literacy. Knowledge, Skills, Training, and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, good communication skills-verbal and written, co-ordination and liaison skills, problem solving skills.
- DUTIES** : Assist in planning/organizing and monitoring of objectives of the specialized unit, provide a therapeutic environment for staff, patients and public, provide comprehensive, quality nursing care, provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level, demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, assist with allocation/change list, day and night duty rosters and inputs for leave, assist in record keeping and provide statistical information on training and staffing, to assist in EPMDS evaluation of staff and implement EAP, assist in orientation, induction and monitoring of all nursing staff, to complete patient related data and

partake in research, promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty, to assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift, to partake in overall specialized unit functions, i.e. team building, effective and efficient management of all resources, liaise with professional Nurse in charge in Medical Emergency Unit, allocation of Staff within the Directorate on rotational basis, to nurse a critically ill patient who is ventilated, on oxylog and on continuous monitoring, to nurse all types of patients regardless of diagnoses according to disease profile within the directorate, to nurse a paediatric ventilated/ medical patient for close monitoring, to lead in resuscitation of critical patients, to be well versed with labour relations procedures, to be well versed with disaster management procedures, to implement national core standards and formulate quality , improvement plans and projects to improve quality of care., to be knowledgeable about management of risks in a trauma unit and forensic nursing.

- ENQUIRIES** : Mr. B.B. Khoza Tel No: 031 360 3026
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. Persons with disabilities and African males are encouraged to apply, however, other race groups are also not restricted from applying.
- CLOSING DATE** : 28 September 2018
- POST 37/118** : **PROFESSIONAL NURSE: SPECIALTY STREAM REF NO: SAH 14/2018 (X1 POST)**
Re-Advertisement
- SALARY** : Grade 1: R362 559 per annum
Grade 2: R445 917 per annum
Other Benefits: 13th Cheque, 12% Rural allowance, Home Owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE** : ST Andrews Hospital: Theatre
- REQUIREMENTS** : **Grade 1:** Diploma/ Degree in General Nursing and Operating Theatre Technique PLUS 1 year post basic qualification in Operating Theatre Technique. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Operating Theatre. **Grade 2:** Diploma/ Degree in General Nursing and Operating Theatre Technique PLUS 1 year post basic qualification in Operating Theatre Technique. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognisable experience in the specific speciality, after obtaining the one year post basic qualification in the relevant speciality. Current registration with SANC as a General Nurse, Midwifery and Operating Theatre. Skills: Knowledge of nursing care and processes and procedures. 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. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients rights charter.
- DUTIES** : Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDS as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment.
- ENQUIRIES** : Ms MR Singh Tel No: 039-4331955 EXT 211
- APPLICATIONS** : All applications should be forwarded: The Chief Executive Officer. ST Andrews Hospital, Private Bag X1010 Harding, 4680 or hand delivery: 14 Moodie Street, Harding 4680.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : People with disabilities and African males are encouraged to apply
- CLOSING DATE** : 28 September 2018
- POST 37/119** : **HUMAN RESOURCE MANAGER**
Department: Human Resource Component
- SALARY** : R356 289 – R419 679 per annum, Other Benefits; Medical Aid (optional), 13th Cheque, Housing Allowance (employee must meet the prescribed requirements) plus
- CENTRE** : Nkandla District Hospital
- REQUIREMENTS** : Senior Certificate / Grade 12. A Bachelor Degree / National Diploma in Human Resource Management / Public Management / Public Administration. A minimum of 3 – 5 years' experience in Human Resource Department of which 3 years must be at a supervisory level. Proof of previous and current working experience endorsed by Human Resource Department (certificate of service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Recommendation: Computer certificates, PERSAL Certificates, Driver's Licence. Knowledge, Skills, Attributes and Abilities: Broad knowledge and understanding of Human Resource Management. In depth knowledge of relevant acts, policies and regulations in HR Management. Sound communication, analytical and decision making and presentation skills. Good knowledge and understanding of Employee Performance Management and Development Systems, Labour Relations, Human Resource Development, Disciplinary and Grievance Procedures. Good leadership, coaching, mentoring and personal skills. Sound knowledge of PERSAL and Financial Management.
- DUTIES** : Manage all human resource components i.e. HR Practices, HR Planning and Development, Staff Relations and Employee Wellness in the hospital in order to ensure that high quality of service is being provided. Promote sound employer-employee relationship and minimize conflict within institution in line with the vision, mission and core values of the department of health. Develop and implement effective human resource policies within guidelines set by the Provincial Department of Health. Ensure proper compilation of workplace skills plan. Ensure proper implementation of EPMDS within the hospital. Ensure that advertising, recruitment, appointments and transfers are in accordance with the laid down policies and procedures. Advise managers on all aspects of Human Resource Management, organizational and staffing structures and reporting arrangements. Participate in the development, implementation, monitoring and reviewing of skills audit. Oversee and deal with misconduct, discipline and grievance procedure in the hospital in terms of Labour Relations Act. Participate in the development of HR

strategies and policies. Ensure that EAP programmes are known within the institution. Attend to staff wellness and occupational health and safety of the institution. Develop Human Resource Plan and Employment Equity Plan for the hospital and ensure that are put into practice. Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Provide regular inputs towards realization of ideal hospital concept and National Core Standards. Plan, monitor and control the use of budget and equipment allocated to Human Resource Component. Ensure proper management of risk within the Human Resource component.

- ENQUIRIES** : Mr. JN Shabane Tel No: 035-833 5000 EXT 5001 (C.E.O)
- APPLICATIONS** : 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.
- FOR ATTENTION** : Mrs. SG Masikane
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview. African males are encouraged to apply.
- CLOSING DATE** : 28 September 2018
- POST 37/120** : **PROFESSIONAL NURSE: GENERAL STREAM (X1 POST)**
Branch: ST Andrews Hospital
- SALARY** : Grade 1: R241 908
Grade 2: R297 516
Grade 3: R362 559
- CENTRE** : ST Andrews Hospital
- REQUIREMENTS** : **Grade 1:** Senior certificate. Diploma in General nursing and Midwifery. Current registration with SANC as a General nurse and Midwifery. **Grade 2:** Senior Certificate. Diploma in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwifery. A minimum of ten (10) years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. **Grade 3:** Senior Certificate. Diploma in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwifery. A minimum of ten (20) years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. Knowledge, Skills And Competencies: Knowledge of nursing care and processes and procedures, Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross cultural awareness.

- DUTIES** : To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources.
- ENQUIRIES** : Ms MR Singh Tel No: 039-4331955 EXT 211
- APPLICATIONS** : All applications should be forwarded: The Chief Executive Officer. ST Andrews Hospital, Private Bag X1010 Harding, 4680 or hand delivery: 14 Moodie Street, Harding 4680.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : People with disabilities and African males are encouraged to apply
- CLOSING DATE** : 28 September 2018