

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

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

OTHER POSTS

<u>POST 38/125</u>	:	<u>MEDICAL SPECIALIST NEUROSURGERY REF NO:</u> <u>MEDSPECNEUROSURG/3/2018 (X1 POST)</u> Department: Neurosurgery
<u>SALARY</u>	:	Grade1: R1 051 368 per annum. all-inclusive Salary package (excluding commuted overtime). Grade 2: R1 202 112 per annum. all-inclusive salary package (excluding commuted overtime) Grade 3: R1 395 105 per annum all-inclusive salary package (excluding commuted overtime)
<u>CENTRE REQUIREMENTS</u>	:	Inkosi Albert Luthuli Central Hospital MBCHB or equivalent qualification and Current registration as a Specialist Neurosurgeon with the Health Professions Council of South Africa with prior surgical experience. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. The appointment to Grade 1 requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist in a normal specialty (Neurosurgery). Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. The appointment to Grade 2 Requires appropriate qualification, registration certificate plus 5 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal specialty (Neurosurgery). The appointment to Grade 3 requires appropriate qualification, registration certificate plus 10 years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal specialty (Neurosurgery). Knowledge, Skills Training and Competence: Ability to teach and supervise junior staff. Middle Management Skills. Research principles. Good administrative, decision making and communication skills. Computer literacy.
<u>DUTIES</u>	:	Performing complex Neurosurgical procedures and simultaneously training more junior doctors in the field of Neurosurgery. Overseeing patient management in the Intensive Care Unit, Wards, and Out-patient Clinics while conducting teaching simultaneously. Decision making with regard to patient management. Develop patient management protocols and in-put on clinical governance. Participate in staff recruitment, attend management and other meetings of affiliated disciplines, liaise and conduct interactive meetings with allied and supportive disciplines. Conduct research within the Neurosurgical Department; supervise research with a view to improving quality of the patient care. Draw up academic program for the department. Participate in all academic meetings within the department with a view to training Neurosurgeons. Attend multi-disciplinary academic meetings with a view to improving overall patient care. Participate in outreach programs. Participate in both academic and clinical administrative activities. The appointee will be required to perform Neurosurgical operations expected of a specialist, attend to administration matters, outpatient duty and "on call" duties when he/she will field urgent referrals and be required to take the appropriate action regarding these. Do ward rounds and teaching of undergraduate and postgraduate Medical Students. Be part of a multi -disciplinary team when deemed necessary.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr BC Enicker Tel No: (031) 240 1134/240 1133. All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058

- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 12 October 2018
- POST 38/126** : **MEDICAL SPECIALIST REF NO: ST 28/2018 (X1 POST)**
Component: Orthopedics
- SALARY** : Grade 1: R1 051 368 per annum all – inclusive package + a fixed commuted overtime & 18% inhospitable allowance.
Grade 2: R1 202 112 per annum all- inclusive package + fixed commuted overtime & 18% Inhospitable Allowance.
Grade 3: R 1 395 105 per annum all- inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance.
- CENTRE REQUIREMENTS** : Stanger Hospital
Sound Knowledge and clinical skills in the holistic management of Orthopaedic trauma and pathologies. Ability to supervise and teach junior staff. Good communication, inter-personal and management skills. Sound professional and ethical values, and a concern for excellence. NB. Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution. **Grade 1:** A tertiary qualification (MBCHB) or equivalent), plus Current registration with the Health Professional Council of South Africa as a Specialist in Orthopaedics. **Grade 2:** A tertiary qualification (MBCHB or equivalent) plus, Current registration with the Health Professional of South Africa as a Specialist plus, Five (5) years post registration experience as a Medical Specialist in Orthopaedics. **Grade 3:** tertiary qualification (MBCHB or equivalent) plus, A valid registration with the Health Professionals Council of South Africa in Specialist plus Ten (10) years post registration experience as a Medical Specialist in Orthopaedics.
- DUTIES** : Provide specialist Orthopaedic care to all patients serviced by the department of Orthopaedics. Maintain satisfactory clinical, professional and ethical standards. To support the HOD in providing effective running of the wards, outpatient department and Operating Theater. After- hours clinical participation in accordance with the commuted overtime contract. Participate in staff training and ongoing medical education. Assist with the Departmental Administration and facilitate quality improvement imperatives. Implement clinical guidelines, protocols and clinical audits. Promote community-orientated services. Undertake relevant research. Develop Orthopaedic services for the Ilembe District including outreach services. Mentor and coach junior staff. Provide both academic and clinical service functions at the Hospital, including ward rounds, outpatient's clinics and clinical training ward rounds. Participate in clinical research and academic programmes in the respective clinical department. Train under- and postgraduate students on both bedside training and classroom training at the hospital. Participate in both academic and clinical administrative activities.
- ENQUIRIES APPLICATIONS** : Dr P OO (Head Clinical Unit) 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** : Mr S Govender

NOTE : 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. 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 28//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 : 12 October 2018

POST 38/127 : **DEPUTY MANAGER NURSING (LEVELS 1& 2 HOSPITAL) REF NO: N02/2018**
Cluster: Nursing Services

SALARY : An all inclusive salary package of R801 918 per annum
CENTRE : Dr Pixley Ka Isaka Seme Memorial Hospital
REQUIREMENTS : Diploma/Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC). Registration with the SANC as Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as professional nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Unendorsed valid Code B driver's license (Code 08). Knowledge, Skills, Training And Competencies Required: The incumbent of this post will report to the Chief Executive Officer, and will be responsible to ensure that a holistic nursing care service is delivered to patients in a cost effective, efficient and equitable manner by Nursing Department of the institution including the overall management of nursing services (i.e operational, HR and Finance of the nursing department). Ensure compliance to professional and ethical practice. The ideal candidate must have an In depth knowledge and understanding of health related Acts, Regulations, Guidelines and other related policies such as: Nursing Act and Regulations Health Act, Code of Ethics. Professional Practice of the South African Nursing Council. Nursing Standard of Practice and Scope of Practice. Occupational Health and Safety Act. Mental Health Act. Knowledge and understanding of the legislative framework governing the Public Service include:- Skills Development Act, Public Service Regulations, Labour relations Act, Grievance Procedure, Disciplinary Code and Procedure. Good Communication Skills. Report writing skills. Facilitation skills.

DUTIES : Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promote efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation.

ENQUIRIES : Dr TT Khanyile Tel No: 033 846 7209
APPLICATIONS : all applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051

**FOR ATTENTION
NOTE**

Pietermaritzburg 3200 OR Hand Deliver to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower.

Mr NC Mbatha

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. 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 (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 that of the advertised post are free to apply.

CLOSING DATE

05 October 2018

POST 38/128

MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NKAH MO 02/2018 (X1 POST)

SALARY

Grade 1: R780 612 – R840 942 All Inclusive Package

Grade 2: R892 551 – R975 945 All Inclusive Package

Grade 3: R1 035 831 – R1 295 025 All Inclusive Package

Other Benefits: 18% In-hospitable allowance, Commuted overtime (conditions apply)

**CENTRE
REQUIREMENTS**

Nkandla District Hospital

Proof of previous and current employment endorsed and signed by Human Resource. All successful candidates must possess the necessary skills for safe caesarean section and spinal anaesthesia (including managing its complications). Applicants must submit confirmation letter of relevant experience from their Supervisors in an official letterhead of the employer when they apply. **Grade 1:** Appropriate qualification in the Health Science – MBCHB plus initial registration and current registration with HPCSA as a Medical Practitioner. No experience required from South African qualified applicants. One year 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. **Grade 2:** Appropriate qualification in the Health Science – MBCHB plus 5 years' experience after registration with the HPCSA, plus initial registration and current registration with HPCSA as a Medical Practitioner in respect of South African qualified applicants. Six 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 to perform community service, as required in South Africa. **Grade 3:** Appropriate qualification in the Health Science –MBCHB plus 10 years' experience after registration with the HPCSA, plus initial registration and current registration with HPCSA as a Medical Practitioner in respect of South African qualified applicants. Eleven years' 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. Knowledge, Skills, Attributes and Abilities: Ability to diagnose and manage common medical and surgical conditions, including emergencies at a district hospital, Medical ethics, epidemiology and statistics. Ability to work in multidisciplinary team setting. Excellent communication skills and ability to teach and train staff within team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and

public service legislation, regulations and policies. Ability to function as a part of a team and rotate through different departments of the hospital as required. Good communication and human relations. Knowledge of current guidelines for management of common conditions including HIV/AIDS, PMTCT and Tuberculosis.

DUTIES : Examine, investigate, diagnose and oversee treatment of patients. Maintain accurate and appropriate health records in accordance with the legal /ethical considerations and continuity of patient care. Assessment, investigation and management of patient in Clinics, Wards and ICU, including after -hour service. Participate in Quality Assurance / Audit and statistics and information acquisition and review. To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and perform duties /functions that fall within the reasonable prescripts of acceptable legislation. Diagnose and evaluate medical condition pre-operatively. Provide support to the head of department and ensure efficient standards of patients care and service are maintained. Ensure the proper and economical use of equipment and other resources. Ability to diagnose, initiate and monitor patients with HIV/AIDS and Tuberculosis using the available departmental guidelines.

ENQUIRIES : Dr. JN Kwegbue Tel No: 035-833 5000 EXT 5001 (Clinical Manager)
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 attending interview. African females are encouraged to apply. NB: successful candidates must undergo a practical evaluation of their skills in performing safe caeserean sections and spinal anaesthesia.

CLOSING DATE : 05 October 2018

POST 38/129 : **MEDICAL OFFICER GRADE 1, 2 OR 3 REF NO: UMZ06/2018 (X1 POST)**

SALARY : Grade 1: R780 612
Grade 2: R892 551
Grade 3: R1 035 831
Other Benefits: Plus 13th Cheque, Medical Aid (Optional) HOME Owner Allowance (employee must meet prescribed requirements) Plus 22% Rural Allowance

CENTRE : Umzimkhulu Hospital
REQUIREMENTS : **Grade 1:** Senior Certificate or equivalent qualification, appropriate qualification in the Health Science – MBCHB Degree plus initial registration and current

registration with Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. One year 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. A Valid Driver's license, Proof of experience endorsed and stamped by Human Resources (Service Certificate). General Skills as a Medical Officer is required (History taking, Mental state examination and physical examination) Ability to work in multi – disciplinary team setting. Excellent communication Skills ability to work and maintain meaningful relationship with adverse community Program Planning, Implementation and evaluation Information Management Knowledge of Health and Public Service Legislation, Regulations and Policies. **Grade 2:** Senior Certificate or equivalent qualification. Appropriate qualification in the Health Science – MBCHB Degree plus initial registration and current registration with Professional Council of South Africa (HPCSA) as a Medical Practitioner. Five (05) years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner Six (06) years 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. A Valid Driver's license. Proof of experience endorsed and stamped by Human Resources (Service Certificate). Diagnostic and therapeutic Skills in the field of Psychiatry and general medicine. Ability to work independently to arrive at working diagnoses and implement appropriate management and treatment. Ability to work with other Mental Health Professionals for the benefit of the patients. Be involved in psychosocial rehabilitation programmes for the patients/mental health care users. Knowledge of all applicable legislation pertaining to Mental Health. Supervision and training of Junior Medical and Nursing staff and Allied Health Professions. **Grade 3:** Senior Certificate or equivalent qualification, appropriate qualification in the Health Science – MBCHB Degree plus initial registration and current registration with Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Ten (10) years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. A Valid Driver's license, Proof of experience endorsed and stamped by Human Resources (Service Certificate). Ability to assess, diagnose, manage and follow up Mental Health Care Users with common Psychiatric problems. Medical Ethics, Epidemiology and Statistic. Ability to work under Multidisciplinary team setting excellent communication Skills and Ability to teach and train staff within the team Ability to work and maintain meaningful relationship within the diverse community Knowledge of Health and Public Legislation, Regulations and Policies. Ability to function as part of a team and rotate through different Departments of the Hospital as required Clinical and Administrative ability Experience and knowledge of Mental Health Legislation and other documents .Polies and practices relevant and organisation of Mental Health Services. Leadership, communication and Organisational Skills Programme Planning, Implementation and Evaluation. Management of Human Resources Computer literacy Knowledge .understanding and implementation of Batho Pele Principles. Recommendations: Diploma in Mental Health will be an added advantage, Previous experience in Psychiatry.

DUTIES

: **Grade 1:** Provide medical services at the department appointed to Assist, facilitate and participate in quality of care, assisting team members with quality assurance, Quality improvement projects and development of Clinical Guidelines and Policies Participation in patient satisfactions surveys and reducing waiting times, Maintain and continuously improve professional and ethical standards. Instill confidence in Public Service and also in medical profession through exemplary behaviour Participation in afterhours work Undertake clinical responsibilities including examine, investigate, diagnose and oversee the treatment of Patients. Implementation of Six Priorities of the Department of Health as per " MAKE ME LOOK LIKE A HOSPITAL PROJECT ". **Grade 2:** Management of Mental Health Care Users including inpatients and outpatients. Management of Mental Health Care Users / patients within the context of the Mental Health Care Act (No 17 of 2002) and the Criminal Procedure Act (No 51 of 1977 Sections 77 , 78 and 79)Diagnose and evaluate patients' health status including their psychological and

physical health. Attend to administrative matters that pertain to the unit, as well as ensuring effective and efficient development, implementation and monitoring of policies, protocols and quality standards in the hospital (including risk management). Undertake on going health care of patients to allow for continuity of psychiatric and physical care in line with psychosocial rehabilitation. Work with / co-ordinate health care teams to contribute towards a multidisciplinary approach. Implementation of Six Priorities of the Department of Health as per "MAKE ME LOOK LIKE A HOSPITAL PROJECT". **Grade 3:** Provide Medical and Psychiatric Care, Assessment and Evaluations of Mental Health Care Users (MHCUS) both within the Institutions and the community where indicated. Ensure that clinical Audit, Standard Treatment Guidelines and Quality Assurance initiatives are implemented. Provide teaching and clinical training to Students and Trainees in Psychiatry (Nursing and Allied Health Professions) and Junior Medical Staff. Provide advice, guidance and training to Clinical, Paramedical and Management staff both within the institution and other services throughout Area Participate in the development of clinical management guidelines, protocols and referral pathways for the management of MHCH'S. Attend to Administrative matters as pertains to the inpatient and outpatient services. Ensure the effective, efficient and economical use of allocated resources inclusive of Human Resources. Implementation of Six Priorities of the Department of Health as per MAKE ME LOOK LIKE A HOSPITAL PROJECT.

- ENQUIRIES** : Mr B.L Msibi Tel No: 039 2590 310 EXT: 118
- APPLICATIONS** : All applications should be forwarded to The Human Resource Manager Umzimkulu Hospital, Private Bag X 514 Umzimkulu 3297
- FOR ATTENTION** : Dr P.A Songo
- NOTE** : Directions to candidates: The following documents must be submitted: Application for employment form (Z83 fully completed), which is obtained at any Government Department OR from the website: www.kznhealth.gov.za. Certified copies of Identity documents, Grade 12 certificate or other required tertiary qualification certificate, Curriculum Vitae must be attached starting with relevant experience, Certificates of service starting with relevant experience. Certified copies should not be older than three months, not copies of certified copies & faxed applications will not be considered. The reference number must be indicated in the column provided on the form Z83, e.g. UMZ 02/2018. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. Applications in possession of 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. This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. People with disabilities are encouraged to apply. African females are encouraged to apply.
- CLOSING DATE** : 05 October 2018
- POST 38/130** : **DEPUTY DIRECTOR: FINANCE REF NO: G64/2018**
- SALARY** : An all-inclusive salary package of R697 011 per annum (Level 11)
- CENTRE** : Dr Pixley Ka Isaka Seme Memorial Hospital
- REQUIREMENTS** : Degree/ National Diploma in Accounting, Cost and Management Accounting, Financial Management, Business Administration. Plus Three (3) years junior management experience in Financial Management Plus Computer literacy Plus Unendorsed valid Code B driver's license (Code 08). Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the Chief Executive Officer, and will be responsible to provide Financial Management in order to ensure that resources are managed in such a way that the institution delivers sustainable, co-ordinated and integrated patient health care, and as such

the ideal candidate must:-Possess thorough knowledge of Laws, Regulations, Policies, Instructions, Practice Notes. Know Public Finance Management Act, Treasury Regulations and Treasury Guidelines. Possess in-depth knowledge of budget procedures, Assets Management, Persal, Vulindlela and BAS. Have the ability to perform independently and under pressure. Have good communication and interpersonal relation skills. Be computer literate with a proficiency in Excel and PowerPoint Software applications and a computerized financial management system Possess knowledge of and ability to implement Human Resource Management policies. Good leadership, organizational, analytical and planning skills. Be able to develop/implement policies and financial practices. Possess knowledge of procurement procedures and directives.

DUTIES : Manage functionality of all Finance & Supply Chain Management components (Budget, Expenditure, Revenue, Assets and Stores) Manage potential risks and develop mitigation strategies. Maintain adequate availability and efficient utilization of staff, Employee Performance Management and Development System, Training, Discipline and manage grievances of staff in the component. Ensure clearance of suspense accounts and proper debt management. Ensure proper voucher control and payroll certification. Identify risks and institute control measures to minimize risks in all areas/ sections that deal with financial matters. Conduct analysis on expenditure trends and do budget estimates and ensure alignment with service delivery outcomes. Manage and implement efficient, cost effective and integrated Supply Chain Management. Analyse, Audit, interpret and consolidate financial data as contained in Accounting Records for financial year, in accordance with accounting procedures and provide financial information that is accurate, concise, reliable and timely to facilitate effective decision-making Draw, analyse, interpret BAS reports for cash flow purposes and ensure availability of funds, process journals and perform debt management, staff linking and suspense account procedures. Ensure proper management of assets Develop and implement controls to ensure good audit outcomes. Take effective and appropriate steps to ensure maximum collection of revenue due to the hospital.

ENQUIRIES : Dr TT Khanyile Tel No: 033 846 7209
APPLICATIONS : all applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand Deliver to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower.

FOR ATTENTION : Mr NC Mbatha
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. 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 (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 that of the advertised post are free to apply.

CLOSING DATE : 05 October 2018

POST 38/131 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: G65/2018**

SALARY : An all-inclusive salary package of R697 011 per annum (Level 11)
CENTRE : Dr Pixley Ka Isaka Seme Memorial Hospital

REQUIREMENTS : Degree/ National Diploma in Human Sciences related field. Plus Three (3) years junior management experience in Human Resource Management PLUS Unendorsed valid Code B driver's license (Code 08). Recommendations: Computer certificate: MS Office Software Application i.e. Ms Word, Excel, PowerPoint and Outlook. Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the Chief Executive Officer, and will be responsible for the design and implementation of effective human resource strategies, policies and guidelines to ensure the effective management of human resources throughout the hospital. The post holder will be a member of the management team of the hospital, and as such the ideal candidate must have: Strategic and Operational Planning Skills. Broad knowledge of HR Practices/HR Development and planning, Employee Relations and Employee Health and Wellness programme. Excellent management, facilitation, communication and interpersonal skills. Expert knowledge of legislative and policy framework informing the areas of operation. Ability to work in a multi-disciplinary team at a managerial level Ability to prioritise the issues and other work related matters in order to comply with tight deadlines. Extensive knowledge of computerized personnel and salary systems (PERSAL), MS Packages and applications thereof.

DUTIES : Manage Human Resource Planning, Development and EPMS in support of service delivery imperatives. Manage Human Resource Provisioning and Practices in line with prevailing legislation prescripts and policies. Manage development, implementation and monitoring of a Human Resource Risk Management Plan in order to mitigate and eliminate risks. Manage Labour relations matters to ensure effective employment relations, employee productivity, safety and morale. Develop and implement effective institutional HR Policies within guidelines set by the provincial health department. Supervise HR Staff.

ENQUIRIES : Dr TT Khanyile Tel No: 033 846 7209

APPLICATIONS : all applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand Deliver to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower.

FOR ATTENTION : Mr NC Mbatha

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. 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 (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 that of the advertised post are free to apply.

CLOSING DATE : 05 October 2018

POST 38/132 : **DEPUTY DIRECTOR HRM SERVICES REF NO: AMAJ04/2018 (X1 POST)**

SALARY : R697 011 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements

CENTRE : Amajuba Health District Office: Newcastle

REQUIREMENTS : A Bachelor Degree/ National Diploma in HR Management /Human Sciences. A minimum of 3 years' managerial experience, in a health service delivery environment. Proof of Computer Literacy & Qualifications in MS Software

Applications such as Word, Excel, Power point & Outlook. PERSAL Certificates. Proof of Valid Driver's License. Attach applicable proof of current or previous employment experience endorsed by HR Department or relevant Employer. Knowledge, Skills, Training and Competencies Required: 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 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 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 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). Manage the utilization of resources allocated to the Section inclusive of the development of staff.

ENQUIRIES : Dr Amet Tshabalala Tel No: 034-328 7000
APPLICATIONS : 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.

FOR ATTENTION : Mrs. GC Buthelezi
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 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.

CLOSING DATE : 05 October 2018

POST 38/133 : **ASSISTANT MANAGER NURSING REF NO: AMN/01/2018**

SALARY : R532 449 – R617 253
CENTRE : ST Aidans Regional Hospital

<u>REQUIREMENTS</u>	:	Grade 12, Diploma/ Degree in General Nursing and Midwifery. A minimum of 8 years appropriate /recognizable experience after registration as Professional Nurse with SANC in General Nursing. At least 3 years of the period mentioned above must be appropriate/recognizable experience at management level. Current Registration with South African Nursing Council. Knowledge, Skills, Training and Competencies Required: Sound understanding of relevant Legislation, Acts, Policies, Procedures and delegation pertaining to Pharmacy including Essential Drug Lists (EDL) and standard Treatment (STD) and District Health Systems. Knowledge of the principles of drug therapy functions and operation of drugs and therapeutics Committee. Conflict Management. Leadership, organizational, decision making and problem solving abilities within the limits of the Public Sector including basic computer skills. Ability to liaise with management. Knowledge of EPMDS and National Core Standards. Report writing skills.
<u>DUTIES</u>	:	Co-ordinate development of service delivery improvement plan for the hospital. Ensure implementation of the total quality management framework and conduct quarterly audits. Ensure monitoring and evaluation of patient care delivery in the hospital. Enforce compliance to the legislative prescripts in all units within the facility jurisdiction. Ensure development, implementation and maintenance of reliable and accurate nursing information. Co-ordinate staff training and update on initiatives for ensuring service delivery. Actively drive quality assurance and service excellence initiatives. Ensure the implementation of National and Provincial quality initiatives. Co-ordinate all quality improvement initiatives at the institution and facilitate accreditation programmes. Promote quality assurance culture within the institution. Monitor, evaluate and report on the delivery of quality care at the institution including clinical care, waiting times and client experiences. Provide advice on various aspects of quality care. Represent the institution on the district quality improvement committees. Co-ordinate the implementation of patients right charter, Batho Pele clinical governance as fundamental basis in developing and directing the quality group within the institution. (Those who applied in KZNHEALTH website do not have to apply).
<u>ENQUIRIES</u>	:	Mrs. S.D. Pillay: Deputy Manager Nursing Tel No: (031)314 2232
<u>APPLICATIONS</u>	:	applications should be forwarded to: The Chief Executive Officer, St Aidans Regional Hospital, Private Bag X 01, Overport, 4067
<u>FOR ATTENTION</u>	:	Human Resource Department
<u>NOTE</u>	:	Applications must be submitted on the prescribed application for employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae, certified copies of certificates, Identity document and Driver's Licence (not copies of previous certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applications. 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. Applications 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.
<u>CLOSING DATE</u>	:	05 October 2018
<u>POST 38/134</u>	:	<u>PROFESSIONAL NURSE: SPECIALTY NURSING STREAM REF NO: PN (SPEC NURS) /4/2018 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R362 559 per annum Grade 2: R445 917 per annum

<u>CENTRE REQUIREMENTS</u>	: Other Benefits: 13th cheque, Housing Allowance: employee to meet prescribed requirements. Medical Aid: optional. : Inkosi Albert Luthuli Central Hospital : Degree / Diploma in General Nursing and 1 year post basic qualification in the relevant specialty. Critical Care x 3 and Midwifery and Neonatal Nursing X 1. Current registration with SANC as General Nurse and relevant specialty. A minimum of 4 years appropriate/recognisable post registration experience as a General Nurse. Grade 1: Experience: A minimum of 4 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. Grade 2: Experience: A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific Specialty after obtaining the 1 year post basic qualification in the relevant specialty. Recommendation: Diploma in basic Midwifery will be an added advantage. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.
<u>DUTIES</u>	: Work as part of a multi-disciplinary team to ensure quality nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH. Internal rotation of staff within the relevant specialty during day and night duty will be exercised according to patients needs. Act as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area. Implement priority programs as required by National Core Standards.
<u>ENQUIRIES APPLICATIONS</u>	: Mrs NO Mkhize Tel No: (031) 240 1063 : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
<u>NOTE CLOSING DATE</u>	: Please note that African males are encouraged to apply : 12 October 2018
<u>POST 38/135</u>	: <u>DIAGNOSTIC RADIOGRAPHER GRADE: 1, 2 OR 3 REF NO: EGUM 06/2018 (X2 POSTS)</u>
<u>SALARY</u>	: Grade 1: R300 828 – R342 357 per annum Grade 2: R352 707 – R403 302 per annum Grade 3: R415 482 – R504 219 per annum Other Benefits: 13th cheque/service bonus, Rural Allowance of 12%, Home owners Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	: Institution: E G & Usher Memorial Hospital : Matric or senior certificate or Grade 12 certificate. National Diploma / Degree in Diagnostic Radiography. Registration certificate with the South African Health Professions Council as a Radiographer. Current registration receipt with the South African Health Professional Council as a Diagnostic Radiographer. Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. Grade 2: A minimum of 10 years relevant experience after registration with the South African Health Professional Council as a Radiographer. Grade 3: A minimum of 20 years relevant experience after registration with the South African Health Professional Council as a Radiographer. Knowledge, Skills, Training and Competencies Required: Sound knowledge of radiation protection, Sound knowledge of diagnostic radiography practice and ethos. Knowledge of relevant Health and Safety Acts. Good communication and interpersonal skills.

DUTIES : To provide quality diagnostic radiography services. Execute all clinical procedures competently to prevent complications. Provide 24 hour radiographic services. Participate in quality assurance and quality improvement programs. Promote good health practices and ensure optimal care of patients. Assist junior personnel and student radiographers on radiography related matters. Perform clerical duties when necessary. Participate on the implementation of National Core Standards. Promote Batho Pele Principles in the execution of duties for effective service delivery.

ENQUIRIES : Mrs N Mzize Tel No: 039 797 8123

APPLICATIONS : Direct your application quoting the relevant reference number to: Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).

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

CLOSING DATE : 05 October 2018

POST 38/136 : **PROFESSIONAL NURSE: GENERAL NURSING STREAM REF NO: PN (GEN)/2/2018 (X11 POSTS)**

SALARY : Grade 1: R241 908 per annum
Grade 2: R297 516 per annum
Grade 3: R362 559 per annum
Other benefits: 13th cheque, Housing Allowance: employee to meet prescribed requirements. Medical Aid: optional.

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Degree / Diploma in General Nursing. Current registration with SANC as General Nurse. **Grade 1:** Experience: No experience required. **Grade 2:** Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in general nursing is required. **Grade 3:** Experience: A minimum of 20 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in general nursing is required. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.

DUTIES : Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH. Internal rotation of staff and night duty will be exercised according to patient's needs.

ENQUIRIES : Mrs NO Mkhize Tel No: (031) 240 1063

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

NOTE : Please note that African males are encouraged to apply

CLOSING DATE : 12 October 2018

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Direct or hand deliver applications to the addresses as indicated below:
Head Office: Department of Social Development, Private Bag X9144, Pietermaritzburg 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg 3200. For Attention: Ms PN Mkhize.

EThekwini North District: The District Director Department of Social Development, Private Bag X1503 Durban: 4000 or hand deliver to: 214 Dr Pixley KaSeme Street, 8th Floor Durban 4000. For Attention: Mr MG Nzama.

UMgungundlovu and Harry Gwala District: The District Director: Department of Social Development, Private Bag X1724, Pietermaritzburg: 3200 or hand deliver to 158 Langalibalele Street, Pietermaritzburg 3201. For Attention: Mr MN Mhlongo.

Zululand District: The District Director Department of Social Development, Private Bag X13 Ulundi, 3838 or hand deliver to King Dinuzulu Highway, Administration Building, 2nd Floor, Zone 3, Ulundi, 3838. For Attention: Ms FN Ntombela.

King Cetshwayo District: The District Director: Department of Social Development, Private Bag X02 Empangeni Rail, 3910 or hand deliver to 10 Bronze Street, Empangeni Rail, 3910. For Attention: Ms NS Mbokazi.

UThukela District: The District Director: Department of Social Development, Private Bag X9917 Ladysmith, 3370 or hand deliver to 108 Rholihlahla Street, Peters, Ladysmith, 3370. For Attention: Mr PM Mpanza.

CLOSING DATE

: 05 October 2018

NOTE

: Applications must be submitted on form Z83 and should be accompanied by a CV and original certified copies of all educational qualifications, Identity document and Driver's license required by the post advertised. Applications must be forwarded to relevant address. Applicants must indicate the reference number of the post applied and the centre on Form Z83. Application forms Z83 (Application for Employment) should be fully completed and signed by the applicant. Under no circumstances will faxed or e-mailed applications be accepted. The Department is an Equal Opportunity Affirmative Action employer. Applicants who will promote the achievement of employment equity targets and who meet minimum appointment requirements will be given preference. The employment is subject to signing of the employment contract and annual performance agreement. The candidates will be required to undergo security clearance, competency based assessment and to disclose financial interests in accordance with relevant prescripts. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful.

MANAGEMENT ECHELON

POST 38/137

: **CHIEF DIRECTOR: STRATEGY AND SYSTEMS REF NO: DSD13/06/2018HO**

**SALARY
CENTRE**

: R1 189 338 per annum Level 14 (all-inclusive remuneration package)
: Head Office

REQUIREMENTS

: Qualifications: Bachelor's Degree in Public Administration (NQF Level 7) as recognized by SAQA, A valid driver's license, A minimum of 5 years' experience at a senior management level. Knowledge: Working knowledge of the Public Service; Policy Analysis and development; Public Service Act and Regulations; Labour Relations Act and Relevant Regulations;; Interpretation of Statute; Administrative Law; Research Methodology; PFMA and Treasury Regulations; Organizational behavior analysis; Strategic business management; Ministerial Handbook; Social Dynamics of KwaZulu-Natal Communities; Basic Conditions of Employment Act; Promotion of Equality and Prevention of Unfair Discrimination Act and other relevant Acts/Legislative Mandates. Skills/ Core competencies: communication; Computer; presentation; interpersonal relations; strategic planning; Analytical; financial management, Time management; conflict management; problem solving, relationship management. Decision making; change management; leadership; research; organizational; project management; Report writing.

DUTIES

: Ensure the provision of integrated analysis and policy coordination services; Manage institutional performance assessment and programmes evaluation services; Manage and implement organizational development, change management and service delivery; Manage the provision of communication services and stakeholder management; Manage and facilitate the provision of information communication and technology management services; Manage the resources of the Chief Directorate.

ENQUIRIES : Ms NG Khanyile Tel No: (033) 264 5402

POST 38/138 : **DIRECTOR: MONITORING AND EVALUATION REF NO: DSD01/06/2018HO**
Re- Advertisement

SALARY : R1 005 063 per annum Level 13 (all-inclusive remuneration package)
CENTRE : Head Office
REQUIREMENTS : Qualifications: Bachelor's Degree in Public Administration/ Management/Monitoring and Evaluation (NQF level 7) as recognized by SAQA, A valid driver's license, A minimum of 5 years' experience at a middle/senior managerial level. Knowledge: Working knowledge of the Public Service; Policy Analysis and development; Labour Relations Act and Relevant Regulations; Public Service Act and Regulations; Interpretation of Statute; Administrative Law; Research Methodology; PFMA and Treasury Regulations; Organizational behavior analysis; Strategic business management; Ministerial Handbook; Social Dynamics of KwaZulu-Natal Communities; Basic Conditions of Employment Act; Promotion of Equality and Prevention of Unfair Discrimination Act and other relevant Acts/Legislative Mandates. Skills/ Core competencies: Strategic capability and leadership program and project management, financial management, change management, services delivery innovation, problem solving, people management and empowerment, client orientation and customer focus. Computer, communication; presentation; interpersonal relations; Analytical; Time management; conflict management; research; organizational; report writing; decision making, relationship management.

DUTIES : Monitor and report performance on the delivery of social development; Develop monitoring and reporting systems aligned to the planning, budgeting and reporting cycles; Evaluate the implementation of departmental policies; programmes and projects. Manage the development and implementation of policies; Manage the resources of the directorate.

ENQUIRIES : Ms B Sophazi Tel No: (033) 264 5437

POST 38/139 : **DIRECTOR: HIV/AIDS AND SUPPORT REF NO: DSD02/06/2018HO**

SALARY : R1 005 063 per annum Level 13 (all-inclusive remuneration package)
CENTRE : Head Office
REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work (NQF level 7); Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A minimum of 5 years' experience at a middle/senior managerial level in social work environment; A valid driver's license. Knowledge: Constitution of the Republic of South Africa; Public Service Act; Public Service Regulations; Social Welfare Laws; Community Development Laws; PFMA and Treasury Regulations; Employment Equity Act; Research Methodology; National Development Plan; Youth Development Policy; Community Outreach; Service Delivery Frameworks; Employee Performance Management and Development System. Skills/Core Competencies: Strategic capability and leadership; People management and empowerment; Financial management; change management; Programme and Project Management; knowledge management; service delivery innovation; Problem solving and analysis; client orientation and customer focus; communications skills; research; presentation; facilitations; language; Policy analysis; computer literacy and numeracy.

DUTIES : Manage the provision of care and support to those affected and infected with HIV/AIDS; Manage the provision of Social Relief of Distress; Ensure integration of HIV/AIDS support services with other stakeholders; Manage the development and implementation of policies; Manage resources of the Directorate.

ENQUIRIES : Ms PF Luthuli Tel No: (033) 264 2053

POST 38/140 : **DIRECTOR: UTHUKELA DISTRICT REF NO: DSD03/06/2018UTH**

SALARY : R1 005 063 per annum Level 13 (all-inclusive remuneration package)
CENTRE : uThukela District

- REQUIREMENTS** : Qualifications: Bachelor's Degree in Social Work (NQF level 7); Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker. A minimum of 5 years' experience at a middle/senior managerial level; A valid Driver's license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; PFMA and Treasury Regulations; Fraud Prevention Strategies; Social Welfare Laws; Labour Relations Act; Non-Profit Organizations Act; Basic Conditions of Employment Act; Procurement Legislation; Public Participation; Employee Performance Management and Development System; Community Outreach; Service Delivery Framework; Provincial Growth and Development Plan. Skills/Core competencies: strategic capability and leadership; people management and empowerment; Programme and Project Management; Financial management; change management; Knowledge Management; Service Delivery Innovation; problem solving and analysis; Client Orientation and Customer Focus; Communication; Computer; Facilitation; Presentation.
- DUTIES** : Ensure the rendering of effective and efficient social welfare services; Ensure the rendering of effective and efficient community development services; Undertake service delivery quality assurance; Ensure the rendering of financial management services; Ensure the rendering of effective and efficient corporate support services; Manage resources of the District.
- ENQUIRIES** : Ms PM Mhlongo Tel No: (036) 634 6600

OTHER POSTS

- POST 38/141** : **DEPUTY DIRECTOR: EVALUATION REF NO: DSD04/06/2018HO**
Re-Advertisement
- SALARY** : R697 011 per annum Level 11 (all-inclusive remuneration package)
CENTRE : Head Office
REQUIREMENTS : Qualifications: Bachelor's Degree or 3 years National Diploma in Public Administration/ Management/Monitoring and Evaluation, plus 3-5 years' experience in Junior management. A valid driver's license. Knowledge; Working knowledge of the Public Service; Public Service Regulation; Public Finance Management Act; Treasury Regulations; Impact Assessment; Knowledge of Government-Wide Monitoring and Evaluation System; Knowledge of policy analysis and development; Organization behavior analysis; Strategic business management. Skills: Communication; Computer literacy; Change Management; Strategic planning; Analytical thinking Interpersonal relations; Facilitation and presentation skills; Policy analysis and development; Financial management; Project management & Conflict management.
- DUTIES** : Manage and coordinate Department evaluation; Facilitate the Departmental Reviews; Coordinate the assessments on the quality of governance and management practices; Develop policies and strategies aimed at improving service delivery; Manage resource of the Sub-directorate.
- ENQUIRIES** : Ms B Sophazi Tel No: (033) 264 5437
- POST 38/142** : **SOCIAL WORK SUPERVISOR: DUKUZA SERVICE OFFICE REF NO: DSD05/06/2018DUK (UTHUKELA DISTRICT)**
Re-Advertisement
- SALARY** : R363 507 – R676 248 per annum Grade 1- 2
CENTRE : Dukuzza Service Office
REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker; a minimum of 7 years' appropriate experience in social work after registration as Social Worker with SACSSP; A Valid driver's license. Knowledge: knowledge and understanding of human behavior and social systems, the ability and competency to ensure that supervisees assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem solving capabilities, prevent and alleviate

distress and use resources efficiently and effectively, Understanding and ability to ensure that supervisees provide social services towards protecting people who are vulnerable, at risk and effectively, ability to compile complex report. Skills: Presentation, Problem solving, Computer, Interpersonal relationship, Communication (written and verbal); Research, report writing, Financial management, Supervisory, welfare counseling, analytical, organizing, conflict management.

DUTIES : Ensure that social work service with regard to care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work services; Keep up to date with new developments in the social work field; Supervise all administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES : Ms TG Khumalo Tel No: (036) 438 6179

POST 38/143 : **COMMUNITY DEVELOPMENT PRACTITIONER (X7 POSTS)**
Re-Advertisement

SALARY CENTRE : R204 951 - R237 597 per annum, Grade 1
: Vulindlela Service Office (UMgungundlovu District): Ref No: DSD07/06/2018VULI
Pietermaritzburg Service Office (UMgungundlovu District): Ref No: DSD08/06/2018PMB (X2 Posts)
Impendle Service Office (UMgungundlovu District): Ref No: DSD09/06/2018IMPENL

REQUIREMENTS : UMzimkhulu Service Office (Harry Gwala District): Ref No: DSD10/06/2018UMZI
Durban Service Office (EThekweni North District): Ref No: DSD11/06/2018DBN
Paulpietersburg Service Office (Zululand District): Ref No: DSD12/06/2018PAUL
Qualifications: Bachelor's Degree or 3-year National Diploma in Community Development/Development Studies. A valid driver's license. Knowledge: Knowledge and understanding of human behaviors and social system and legislation to assist with intervention at the point where people interact with their environment in order to promote self-empowerment, Community development work, skills, attitude and values of communities; Ability and competence to co-ordinate community development structures, and ability to manage projects; Ability to influence individuals and groups to participate in their own self-empowerment. Knowledge and understanding of human behavior and Social systems, legislation; understanding of social dynamics of communities; Skills: Planning and organizing, presentation and facilitation; computer literacy, communications (verbal and written), Interpersonal; Monitoring and evaluation research, Project management, Problem solving, report writing; financial management.

DUTIES : Identify and facilitate the implementation of integrated Community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all role players (internal and external); to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.

ENQUIRIES : Mrs CSN Nondabula (Vulindlela Service Office) Tel No: 033 505 0087
Ms P Manyathi (Pietermaritzburg Service Office) Tel No: 033 392 8600/53
Mrs ML Hlalukane (Impendle Service Office) Tel No: 033 996 0414
Mr MN Njomi (Umzimkhulu Service Office) (079 494 8856
Mrs P Moodley (Durban Service Office) Tel No: 031 360 5444
Mrs PL Manyanga (Paulpietersburg Service Office) Tel No: 034 996 7000