

**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 42/204** : **MEDICAL SPECIALIST – ANAESTHESIOLOGY (GRADE 1, 2, AND 3) REF NO: GS 60/18 (X2 POSTS)**
 Component: Anaesthetics
 The purpose of the post is to develop advanced anaesthetic skills. The facility to spend 6 months focusing on Paediatric Anaesthesia mostly at Grey’s Hospital, and another 6 months focusing on Critical Care within the first two years of employment will be built into the job description of this post.
- 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. Rural allowance 18% of basic salary (when posted at Edendale Hospital).
 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. Rural allowance 18% of basic salary (when posted at Edendale Hospital).
 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. Rural allowance 18% of basic salary (when posted at Edendale Hospital).
- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg
 : Senior Certificate (Matric). MBCHB or equivalent qualification registered with the HPCSA, FCA (SA) or MMed (Anaes). Plus Current or pending registration with HPCSA as a “Specialist anaesthesiologist. **Grade 1:** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist in Anaesthetics. **Grade 2:** Experience: 5 Years appropriate experience as Medical Specialist after registration with HPCSA in Anaesthetics. **Grade 3:** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA in Anaesthetics. Knowledge, Skills, Training and Competency Required: Sound clinical knowledge within the department of Anaesthesiology. Good communication and human relations. Sound knowledge of clinical procedures and protocols within the discipline. Assessment and management of patients. Willingness to rotate through ICU for up to 6 months is essential. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships. It will be possible to proceed to subspecialist training in Critical Care after satisfactory completion of the Critical Care component of this rotation.
- DUTIES** : 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 to perform duties / functions that fall within the reasonable prescripts of acceptable legislation. Accept responsibility for administration of anaesthesia. Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in 16 hours commuted overtime per week, is essential. Commuted overtime hours will be calculated at the rate of 1:1 for time-spent onsite, and at a ratio of 0.3:1 (or as defined in current KwaZulu-Natal Department of Health commuted overtime policy) for offsite hours on call. Overtime work will encompass both Critical Care and Anaesthesia call cover at any of the three hospitals in the PMB metropole. Liaise with other Metropolitan hospitals and Medical School as and when necessary, in consultation with the Head of Department. Supervision of

postgraduate and under graduate training. Participate in postgraduate and other relevant academic / and training programmes. Provide support to the Head of Department, in ensuring an efficient standard of patient care and services are maintained. Assess patients, plan, initiate and supervise medical care management. Ensure the proper and economical use of equipment and other resources. This is a metropolitan post and the incumbent will be expected to be available for work at any of the metropolitan hospitals (Grey's, Northdale and Edendale). Candidates must remain within 30 minutes of the relevant PMB Hospital during all periods of on call at that hospital

- ENQUIRIES** :
- APPLICATIONS** :
- FOR ATTENTION** :
- NOTE** :
- CLOSING DATE** :
- POST 42/205** :
- SALARY** :
- CENTRE** :
- REQUIREMENTS** :
- DUTIES** :

Dr Zane Farina Tel No: 033 897 3412

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

Mrs. M. Chandulal

Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: 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 60/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). This post would be suitable for candidates who have recently passed their specialist examinations and completed registrar time. In the event that a candidate who is eligible for specialist registration but has not received such registration from the council is successful, the appointment will be at their current salary level, with an upgrade to Specialist Grade 1 once registration is received.

02 November 2018

MANAGER: PHARMACEUTICAL SERVICES REF NO: UMG01/46/18

R1 035 831 (all - inclusive package)

Umgungundlovu Health District Office

B Pharmacy Degree or equivalent qualification in pharmacy, Plus Minimum 9 years appropriate experience after registration as a Pharmacist with the South African Pharmacy Council, of which 3 years must be managerial experience in Pharmaceutical environment. Current registration with SAPC as a Pharmacist (Proof of current payment for annual fee payable to SAPC must be attached). Valid driver's licence. Attach applicable proof of current or previous employment experience endorsed by HR Department or relevant Employer. Knowledge, Skills, Training and Competencies Required: Extensive knowledge of relevant legislation, Acts, regulations and policies. Extensive knowledge in the management of Pharmacy, Human resource, Financial and Risk Management. Have sound knowledge of the District Health System. Have a good communication, motivation, coaching, team building, interpersonal and problem solving skills. Have knowledge of principles, function and operation of medicine and therapeutic committee. Have a sound knowledge of the implementation of effective performance management system and capacity building for succession planning. Be able to transform technical information and requirement in a user-friendly policy framework for managers of institution and pharmacies. Ensure effective communication between the district and all internal and external stakeholders.

Co-ordination, supervision, monitoring and evaluation of District Pharmaceutical Services emphasizing on Primary health Care approach. Drafting and/or translation of strategy to operational plan and facilitation of implementation of such plan. Ensuring that requirements of the various applicable Acts, policies, procedures and the principles of Batho Pele are adhered to, to ensure the delivery of equitable, effective and efficient pharmaceutical services. Piloting new

Pharmaceutical system as part of NHI Pilot exercise to improve the quality of pharmaceutical services provision. Identification of the training needs coordination and implementation of the training programmes for the personnel involved in provision of pharmaceutical services. Provide ongoing coaching and support to all facilities to ensure that all pharmacy personnel remain motivated to work under stressful conditions. Ensure compliance to the National Core Standards (NCS) by all facilities in the district. Development and facilitation of quality improvement project for hospitals and clinics in the district to improve the quality of pharmaceutical care. Development and maintenance of district medicine supply system to ensure an adequate and reliable supply of medicines to all facilities in order to reduce medicine stock outs. Ensuring the sustenance and the functionality of District Pharmacy and Therapeutic Committee as well as committee in all hospitals and community health centres in the district. Monitoring of the pharmaceutical expenditure of the clinics, community health centres and the hospitals to ensure the delivery of cost-effective pharmaceutical services. Ensuring that an equitable and adequate pharmaceutical budget is allocated by actively participating in the district planning committees. Establishment and maintenance of the relationships with communities, other districts, NGO, private sector, etc. Represent pharmaceutical services in various committees in the district. Preparation of reports on all aspects of the service.

<u>ENQUIRIES</u>	:	Mrs NM Zuma-Mkhonza Tel No: 033 897 1000
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg, 3200 OR Hand Deliver to: 171 Hoosen Hafejee Street (Burg Street), Pietermaritzburg.
<u>FOR ATTENTION</u>	:	Human Resource Practices
<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 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. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. Preference will be given to African males.
<u>CLOSING DATE</u>	:	02 November 2018
<u>POST 42/206</u>	:	<u>DEPUTY MANAGER NURSING (LEVEL 1 & 2 HOSPITALS) REF NO: EGUM 11/2018 (X1 POST)</u>
<u>SALARY</u>	:	Remuneration package R801 918 per annum All-inclusive salary packages (This Inclusive package consist of 70% basic salary and 30% portion that can be structured in term of the applicable rules) Plus 8% Rural Allowance
<u>CENTRE</u>	:	Institution: E G & Usher Memorial Hospital
<u>REQUIREMENTS</u>	:	Diploma / Degree in General Nursing and Midwifery. Senior Certificate. Certificate of registration with SANC as General Nurse and Midwife. Minimum of 9 years recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least four (4) years of the period referred to above must be appropriate/recognizable experience at management level. Driver's license. Registration with South African Nursing Council (2018 receipt). Certificate of service obtainable from your Human Resource Office. Recommendation: Proof of Computer literacy (Ms Office Suite). Diploma/Degree in Nursing Administration. Knowledge, Skills, Training and Competencies Required: Planning and organizing skills. Knowledge of legislative prescript concerning Public Service Nursing. Finance Management. Conflict management skills. Computer literate. Human

		Resource Management. Problem Solving Skills. Good communication and interpersonal skills.
<u>DUTIES</u>	:	Assist in the formulation and implementation of quality improvement plan. Establish the strategic direction of the nursing component to ensure alignment with its business plan. To manage and control budget in accordance with PFMA Act no. 1 of 1999 by ensuring effective and efficient control of medical supplies, equipment and miscellaneous store. Effectively manage and utilize Human Resource in the Nursing component. Manage and formulation of policies and procedures for nursing services. Maintain discipline in all labour related issues, grievances in terms of the laid down procedure and policies. Give clear and effective communication to relevant stakeholders, allowing for efficient delivery. Service within the multi-disciplinary approach. Execute duties and functions with proficiency support of the aim and strategic objectives of the Department of Health and perform duties/functions within the prescripts of all applicable legislation. Ensure proper planning of leave for supervisees. Ensure effective employee performance management. Identify training needs and implement intervention strategies. Ensure all records are maintained and updated regularly. Conduct clinical audits and develop QIP on identified gaps. Investigation and management of complaints. Mitigation and management of risks/adverse events. Ensure implementation of NCS, IPC and Quality in the nursing component.
<u>ENQUIRIES</u>	:	Ms N BinaseTel No: 039- 797 8100
<u>APPLICATIONS</u>	:	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).
<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. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2017. 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). Applications in possessions 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. 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. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: 1st African male, People with disabilities should feel free to apply. NB: due to financial constraints, no S&T will be paid to candidates when attending the interviews
<u>CLOSING DATE</u>	:	02 November 2018
<u>POST 42/207</u>	:	<u>MEDICAL OFFICER REF NO: ST45/2018 (X4 POSTS)</u> Component: Paediatric & Neonatology
<u>SALARY</u>	:	Grade 1: R780 612 per annum all-inclusive package + a Fixed commuted overtime & 18% Inhospitable Allowance Grade 2: R892 551 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance: Grade 3: R1 035 831 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance
<u>CENTRE</u>	:	Stanger Hospital

<u>REQUIREMENTS</u>	: Grade 1: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Grade 2: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Five (5) years post registration experience as a Medical Practitioner. Grade 3: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Ten (10) years post registration experience as a Medical Practitioner. Knowledge, Skills and Experience Required: Knowledge of General management principles of all paediatric and neonatal patients. Good communication skills. Ability to work in a multi-disciplinary team. Resilience and ability to cope with change. Ability to make difference. Performance of Commuted Overtime and a staggered shift system is compulsory and will be worked in the discipline based on the needs of the institution.
<u>DUTIES</u>	: Clinical paediatric services including ward rounds, outpatient clinic and emergency department. Participation in the training programme as well as teaching and supervision of junior staff. Participation in departmental audit activities. Conduct Research. Maintain and continuously improve professional and ethical standards. Perform compulsory commuted overtime in line with hospital needs. To provide training for nurses, junior staff, interns and medical students.
<u>ENQUIRIES</u>	: Dr AJ Van Lobenstein (Head Clinical Unit) Tel No: 032 437 6000
<u>APPLICATIONS</u>	: Applications to be forwarded to: Human Resources Department, The Human resource manager, Stanger Hospital, Private Bag x10609, Stanger 4450
<u>FOR ATTENTION</u>	: Mr. S. Govender
<u>NOTE</u>	: 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 45/2018 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.
<u>CLOSING DATE</u>	: 02 November 2018
<u>POST 42/208</u>	: <u>MEDICAL OFFICER GRADE 1 2 OR 3 REF NO: UMZ06/2018 (X1 POST)</u> Re-Advertisement, those who previously applied must re-apply
<u>SALARY</u>	: Grade 1: R780 612 Grade 2: R892 551 Grade 3: R1 035 831 Other Benefits: Plus 13 th Cheque, 22% Rural Allowance, Commuted overtime, Medical Aid (Optional) and Home Owners Allowance (employee must meet prescribed requirements).
<u>CENTRE</u>	: Umzimkhulu Pschiatric Hospital
<u>REQUIREMENTS</u>	: Grade1: 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). **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). **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). **Grade 1:** 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:** 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:** 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 and previous experience in Psychiatry will be added advantage.

DUTIES

: 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. Instil 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 ". 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 “. 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** : Dr P.A. Songo 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. NB: 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** : 09 November 2018
- POST 42/209** : **OPERATIONAL MANAGER NURSING PHC [PHC SUPERVISOR] REF NO: STAN 03/2018**
Component: Stanger PHC
- SALARY** : R532 449 per annum other benefits; 8% rural allowance, 13th Cheque, Medical aid optional and Home owner allowance, (Employee must meet prescribed policy)
- CENTRE** : Ilembe Health District Office
- REQUIREMENTS** : Grade 12 (Senior Certificate) Standard 10/or (Vocational National Certificate). Degree /Diploma in General Nursing Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Plus, Current registration with SANC as General Nurse and Primary Health Care. Plus A minimum of 9 years appropriate/ recognizable nursing experience after registration as General Nurse of which 5 years must be appropriate/ recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Valid Code EB Driver's license (Code8). Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached. Knowledge, skills training and competencies required: Good report

writing and time management skills. Understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Ability to provide mentoring, team building, supervisory skills and coaching to her/his supervisees. Good communication, interpersonal relations, counseling, conflict management skills and decision making. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures and Finance policies etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Co-ordination and planning skills. Ability to assist in formulation of patient care related policies.

DUTIES : Implementation of Quality Improvement Plan. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control and allocation of Human and Material resources. Facilitate that the clinics has functional clinic committees and nsures community participation. Plan and monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance according to EPMDS. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Facilitate provision of clinical services, educational services and be involved in medical research. Evaluate and monitor compliance with clinical protocols norms and standards within the clinic. Analyze and interpret statistic including PHC Programme indicators. Participate in Operation Sukuma Sakhe Programme. Facilitate the realization and maintenance of Ideal Clinic Programme in the facilities. Support PHC re-engineering by ensuring that outreach teams are functional.

ENQUIRIES : Ms. T.M Banda (Deputy District Director: IDHSD) Tel No: 032 437 3500

APPLICATIONS : Please forward applications to: The District Director, ILembe Health District Office, Private Bag X10620, Stanger 4450

FOR ATTENTION : Ms. J.L Mhlongo

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. ILE 01/2018.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post

CLOSING DATE : 09 November 2018

POST 42/210 : **CLINICAL NURSE PRACTITIONER: TRAINER CO-ORDINATOR: HIV/ AIDS REF NO: UMZIN 10/2018**

Component: Umzinyathi Health District Office
(3yr contract)

SALARY : Grade 1: R362 559 per annum. 13th cheque, Medical aid: Optional, Rural Allowance (on claim basis). Home owner's allowance: Employee must meet prescribed requirements.

CENTRE : Umzinyathi Health District Office

REQUIREMENTS : Matric/ Grade 12. Diploma / Degree in Nursing plus 1year post qualification in Primary Health Care. 3-5 years' experience in nursing after registration as a Professional Nurse. Current registration with SANC as General Nurse. 2 years' experience in Training of which one year must be at PHC environment. Computer

Literacy – Proof must be provided. Valid Driver’s license. Proof of Work Experience signed by Human Recourse section must be attached. Recommendations: NIMART trained plus 1 years experience after obtaining the certificate. Experience in PHC Training. Experience on HAST Program. Knowledge, Skills and Competencies Required: Report Writing skills. Financial Management skills. Empathy and counseling skills and knowledge. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sectors. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with the time frames. Proven initiative, decisiveness and to acquire new knowledge swiftly.

DUTIES : Assess District HAST Training needs and Co-ordinate the development of integrated HAST training plan in the District involving all other stakeholders. Co-ordinate, manage and monitor the implementation of HAST training programmes in the district. Ensure the effective and efficient utilization of resources allocated to the section. Adapt and modify training material to keep it current and maintain interest in the health care message being delivered thereby ensuring buy-in by the audience. Assist programme managers to train community members at outreach relies to further the health practices to the community at large. Translate health care policies as stipulated by provincial programme management into HAST training initiatives. Manage all resources allocated to HAST Training unit. Work closely with program managers, PHC Supervisors, Sub district trainers and other external service providers in addressing the implementation of HAST training plan. Compile monthly, quarterly and annual HAST training reports. Ensure maintenance of quality HAST training in the district.

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

FOR ATTENTION : Ms. M Nkosi
CLOSING DATE : 09 November 2018

POST 42/211 : **PROFESSIONAL NURSE SPECIALTY GRADE 1/2: REF NO: HRM 45/2018 (X1 POST)**
 Directorate: Trauma Medical and Surgical (Medical Emergency)

SALARY : Grade 1: R362 559 – R420 318 per annum
 Grade 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. **Grade 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. **Grade 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 EA. 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. Persons with disabilities and African males are encouraged to apply, however, other race groups are also not restricted from applying. Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 09 November 2018
- POST 42/212** : **ASSISTANT DIRECTOR (HRM) REF NO: SAP 16/2018**
- SALARY** : R356 289 - R419 679 per annum (Level 09) plus 13th cheque. Other Benefits: medical aid (optional) Homeowner's allowance (employee must meet prescribed requirements)
- CENTRE** : St Apollinaris Hospital
- REQUIREMENTS** : Standard 10/Senior certificate/Grade 12 or equivalent qualification. A three year National Diploma or Bachelor's Degree in Human Resource Management. 5 Years relevant experience in Human Resource Management. 3 years of the period referred to above must be supervisory experience in Human Resource environment. Persal Certificates. Proof of computer literacy. Valid driver's licence. Certificate of service must be attached and endorsed by Human Resource Section. Knowledge, Skills, Training and Competencies Required: In depth knowledge of all relevant acts, Policies, Regulations and White paper in Human Resource Management. Sound knowledge of persal. Decision making, leadership skills and good communication skills. Good knowledge and understanding of employee Performance Management and Development System, Labour Relations, Human Resource Development, Disciplinary and grievance procedures.
- DUTIES** : Manage Human Resource Practices, Staff Relations, HRD and employee health and wellness in manner that the hospital will deliver sustainable, integrated and

coordinated services. Promote sound employer-employee relationship and minimise conflict within institution in line with the vision, mission and core values of the department of Health. Manage day to day functioning of the Human Resource components in the hospital in order to ensure that high quality of service is being provided. Manage day to day functioning of the HRD section in the hospital in order to ensure that high quality of training is being provided. Ensure proper implementation of EPMDs within the hospital. Ensure that advertising, recruitment, appointment and transfers are in accordance with the laid down policies and procedures. 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. Attend to staff wellness and occupational health and safety of the institution. Develop Human Resource Plan and Equity Plan for the hospital and ensure that they 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 toward realization of National Core Standards. Plan, monitor and control the use of budget and equipment allocated to HR component.

ENQUIRIES : should be directed to: Miss NPP Hadebe @ (039) 833 8030/8026/8000
APPLICATIONS : Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag X206, Creighton, 3263, Hand delivered applications may be submitted to Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date.

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

CLOSING DATE : 02 November 2018

POST 42/213 : **ASSISTANT DIRECTOR: HRM REF NO: CL05/2018**

SALARY : R356 289 – R430 389 per annum
CENTRE : Clairwood hospital
REQUIREMENTS : National Senior Certificate (Grade 12) Degree/National Diploma in Human Resource Management /Public Administration/Business Administration/Public Management Plus a minimum of 3-5 years appropriate/recognizable experience in Human Resource Management environment of which three (3) years should be at supervisory level. Proof of current and previous work experience endorsed by Human Resource Department. Recommendation: Unendorsed valid code B driver's license (code 8), PERSAL Certificates, Computer. Knowledge, skills, training and competencies required: Broad knowledge and understanding of

Human Resource Management. In depth knowledge of relevant acts, policies and regulations in HRM and interpretation of Human Resource circulars, policies and procedures. Sound communication, analytical and decision making skills and presentation skills. Good leadership, coaching, mentoring and interpersonal skills. Good knowledge and understanding of Employee Performance Management and Development System, Human Resource Development, Labour Relations, Disciplinary and Grievance Procedures. Sound knowledge of PERSAL and Financial Management.

DUTIES : Manage all Human Resource Components i.e., HR Practices, Staff Relations, HR Planning and development and Employee wellness in a manner that the hospital will deliver sustainable, integrated and coordinated services. Promote sound employer-employee relationship and minimize conflict within institution in line with the vision, mission, and core values of the department of Health. Manage day to day functioning of Human Resource Practices in the Hospital in order to ensure that high quality of services is being provided. Ensure that advertising, recruitment, appointment and transfers are in accordance with laid down policies and procedures. Manage day to day functioning of HRD section in Hospital to ensure that high quality of training is being provided. Ensure proper implementations of EPMS and completion of work place skills plans within the hospital. Participate in the development, implementation, monitoring and reviewing of the skills audit. Oversee and deal with misconduct, discipline and grievance procedures in the hospital in terms of Labour Relations Act. Participate in the development of HR strategies and policies. Attend to staff wellness and ensure that EAP programmes are known within the institution and ensure that occupational health and safety standards are implemented within the institution. Develop Human Resource plan and Equity plan for the Hospital and ensure that they are put into practice. Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Plan, monitor and control the use of budget and equipment allocated to Human Resource Component and ensure proper management of risks within the department. Advise managers on all aspects of Human Resource Management, organizational and staffing structures and report arrangements.

ENQUIRIES : Mr NBL Gwala-Chief Executive Officer Tel No: 031 451 5180
APPLICATIONS : Applications may be sent to: Human Resource Department, Clairwood Hospital, Private Bag X04, Moberi, 4060 or Hand deliver: 1 Higginson, Moberi, 4060

NOTE : The contents of this Circular Minute must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place. Directions to candidates the following documents must be submitted: Application for Employment form (Z83), obtainable at any Government Department or from website –www.kznhealth.gov.za. Certified copies of educational qualifications, Identity Documents, Curriculum Vitae, The reference number must be indicated in the column provided on the form Z83. Failure to comply with the above instructions will disqualify applicants. Please note that due to a large number of applications received, applications will not be acknowledged. However, should you not received any response after four weeks from closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for the posts. The appointment is subject to positive outcomes obtained from NIA to the following checks (security clearance, credits records, qualifications, citizenship and previous experience verifications). This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

CLOSING DATE : 02 November 2018

DEPARTMENT OF TRANSPORT

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

APPLICATIONS : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.

CLOSING DATE : 02 November 2018 (at 16h00). Applications received after the closing date & time will not be considered.

NOTE : Applications must be submitted on the prescribed application form Z83 (which must be originally signed and dated) and must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications (including academic record / statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), certified copies of identity document as well as valid driver's licence (where a driver's licence is a requirement). Applicants must provide proof of supervisory or management experience (where it is a requirement) and certified copies of acting appointment letters for occupying acting positions. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Applications lacking evidence of relevant experience will not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application. Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications and should you not receive an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill this post(s).

OTHER POST

POST 42/214 : **DEPUTY DIRECTOR (DEPUTY CHAIRPERSON: ADJUDICATION) PROVINCIAL REGULATORY ENTITY (PRE) REF NO: P 32/2018**
Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.
(3 year fixed term contract)

SALARY : R826 053 per annum (all inclusive remuneration package)
CENTRE : Pietermaritzburg
REQUIREMENTS : An appropriate recognized LLB or equivalent Law Degree and be an admitted Attorney / Advocate; plus A minimum of 3 years' management experience. - Previous experience in one of the following areas will be an added advantage: Community Services. Legal Field. Financial & Commercial field. Knowledge, Skills, Training and Competencies Required: Knowledge of South Africa Constitution. Knowledge of Public Service Act and Regulations. Knowledge of Public Finance Management Act. Knowledge of Labour Relations Act and Basic Conditions of Employment Act. Knowledge of Community Development and Public Participation.

Knowledge of Project Management Principles. Knowledge of Millennium development goals. Knowledge of National and Provincial Practice Notes. Knowledge of Promotion of Access to Information Act. Knowledge of Service Delivery Frameworks. Knowledge of National Development Plan and Provincial Growth and Development Plan. Knowledge of Treasury Regulations. Knowledge of National Land Transport Act 5 of 2009 and its Regulations. Knowledge of National Road Traffic Act. Language, listening and presentation skills. Analytical thinking and interpersonal relations skills. Computer literacy. Strategic planning skills. Organisational, research and leadership skills. Financial, Project and Relationship Management skills. Facilitation skills. Risk Management skills. Strategic direction skills. The ideal candidate should have integrity, be reliable, proactive and innovative. He/she should also maintain confidentiality, be professional, have commitment, perseverance and be independent.

DUTIES

: Preside over all applications and matters considered by the adjudication committee. Ensure all appeals and litigation matters pertaining to Public Transport Regulatory Services are responded to and attended within stipulated timeframes. Grant, renew, amend or transfer operating licenses as well as conversion of permits for different services. Consider all applications for withdrawal, suspension or amendment of operating licenses and permits (Section 79). Prepare and submit management report on all activities within the scope of work.

**ENQUIRIES
FOR ATTENTION
NOTE**

: Mrs N Majola Tel No: 033 – 341 9500
: Mr C McDougall
: Employees to serve on the PRE-Adjudication should be impartial in terms of Section 13 of the National Transport Act. 2009 No 5 of 2009 (NLTA). The successful candidate will be required to enter into a Performance Agreement.