

**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

<u>POST 45/44</u>	:	<u>HEAD CLINICAL UNIT (MEDICAL) GR 1-(ONCOLOGY) REF NO: GS 63/18</u> Component – Oncology
<u>SALARY</u>	:	R1 643 352 - R1 744 191 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. Employee must sign the commuted overtime contract form annually.
<u>CENTRE REQUIREMENTS</u>	:	Greys Hospital, Pietermaritzburg MBChB or equivalent, FCRadOnc (SA) and / or MMED Current Registration with HPCSA as a Specialist Oncologist. A minimum of 3 years' experience after registration with HPCSA as Specialist Oncologist. Knowledge, Skills and Experience: Sound knowledge in both medical and radiation oncology. Knowledge of legislative prescripts governing the public service, including the PFMA, National Health Act, Annual Performance Plan, National Strategic Plan, SDGs, etc. Human resources management, financial management and general administrative skills. Control and monitoring of budget and expenditure. Strategic management capability and leadership skills. Project management; time management; meeting tight deadlines. Computer literacy in MS Outlook, Excel, Word and PowerPoint. Problem solving; change management; managing resistance to change; interpersonal skills. Good administrative, clinical decision-making and communication skills. Report writing, business and operational planning, presentation skills, public speaking, chairing meetings. Teaching and training skills; supervising postgraduate training and research, including registrars / MMed students; research skills including the ethical and academic aspects of research. Awareness of cross-cultural differences.
<u>DUTIES</u>	:	The incumbent will serve as the Head of Department of Oncology at Grey's Hospital. Effectively and efficiently planning, organizing, leading and control of all clinical and administrative aspects of the Department. Provide vision, strategic direction and inspire and motivate employees to deliver excellent, quality health services. Compile medium and long term business plan for the Department, and implement fiscal control measures on an ongoing basis. Ensure provisioning of a 24-hour service in Oncology. Render efficient and cost-effective Oncology services to patients managed by Grey's Hospital, including striving towards acceptable patient waiting times for Oncology clinic appointments, radiotherapy and chemotherapy. Strengthen and ensure continuous clinical governance for Oncology services. Ensure the upkeep of and rational use of resources (including laboratory investigations, medication, consumables and equipment). Manage the performance of allocated human resources. Plan and provide training of staff including Nurses, Clinical Support Personnel, Medical Officers, Interns and undergraduate and postgraduate Medical Students and also stimulate, supervise and support relevant research, clinical trials and CPD activities. Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Conduct (combined or separate) out-patient specialist clinics and provide expert opinion where required. Ensure that working environment complies with Health and Safety Act, staff adheres to the safety precautions and that staff is maintained to attain optimal productivity. Formulate and manage protocols in accordance with Department of Health policies that will have a positive impact on staff and ensure that staff are aware and adhere to protocols. Provide measures and guidance on quality assurance to comply with set quality standards. Maintain up-to-date patient database, patient throughput statistics and statistics on key indicators, including backlogs, waiting times, etc.; registration and reporting of cancers. Managing and resolving patient complaints. Strengthen partnership with relevant stakeholders i.e. other tertiary hospitals i.e. IALCH, Addington, UKZN,

referring hospitals, NGOs, NPOs, community members, etc. Improve management of referrals to and from the Oncology Department. Maintain satisfactory clinical, professional and ethical standards related to these services. Promote community-orientated services such as cancer screening and health awareness.

<u>ENQUIRIES</u>	:	Dr L. Naidoo Tel No: 033 897 3317
<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<u>FOR ATTENTION</u>	:	Mrs. M. Chandulal
<u>NOTE</u>	:	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 certificates – not copies of copies c) 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 63/18. 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).
<u>CLOSING DATE</u>	:	23 November 2018
<u>POST 45/45</u>	:	<u>HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 87/2018</u> Emergency Medicine Unit
<u>SALARY</u>	:	R1 643 352 All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance plus Commuted Overtime which is determined by service delivery needs of the department.
<u>CENTRE</u>	:	Ngwelezana Tertiary Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Emergency Medicine, Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Emergency Medicine, A minimum of 3 years' appropriate experience as a Medical Specialist in Emergency Medicine after registration with the HPCSA as a Medical Specialist in Emergency Medicine, Proof of working experience endorsed by Human Resource Department or relevant Employer, Understanding of basic HR matters including Labour Relations, Control of budget, monitoring expenditure and project management; Knowledge of legislative prescripts governing the public service, Managerial and computer skills.
<u>DUTIES</u>	:	Deputize the Head Clinical Department of Emergency Medical Unit. Participate in the co-ordinate of Emergency Medical services for the discipline within Region 4 (King Cetshwayo, Zululand and uMkhanyakude) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire. Region 4 and also to provide Clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Participate in the provision of vision, strategic direction and inspire employees to deliver excellent, quality health services. Plan and partake in the training of staff including Registrars, Medical Officers, Community Service Officers, Interns and undergraduate Medical Students and also support relevant clinical research, clinical trials and CPD activities. Strengthen clinical governance. Participate in formulation and management of protocols in accordance with Department policies that will have a positive impact on staff and ensure that staff is aware and comply with guidelines and procedures. Provide measures and guidance on quality assurance to comply with set quality standards. Manage the performance and supervisee allocated human resources. Ensure that the environment complies with Health and Safety Act and that staff adhere to the safety precautions and that staff is maintained to attain optimal productivity. Ensure equipment is maintained and functional at all

	:	times. Render effective administrative support. Provide after-hours coverage and ensure continuous clinical support to junior staff. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.
<u>ENQUIRIES</u>	:	Dr SR Garach Tel No: 082 495 0135
<u>APPLICATIONS</u>	:	Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block
<u>FOR ATTENTION</u>	:	Mr MTR Nzuzza
<u>NOTE</u>	:	Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. 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.
<u>CLOSING DATE</u>	:	23 November 2018 (Late applications will not be accepted)
<u>POST 45/46</u>	:	<u>HEAD CLINICAL UNIT: RADIOLOGY REF NO: HCU/01/2018</u>
<u>SALARY</u>	:	R1 643 352 per annum
<u>CENTRE</u>	:	Addington Hospital: KwaZulu-Natal
<u>REQUIREMENTS</u>	:	MBChB Degree, Registration certificate with the Health Professions Council as a Specialist-Radiology, Annual fees registration renewal with HPCSA 2018/2019, Three (3) years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in Radiology. Certificates of service proving at least three (3) years' experience as a Specialist in Radiology. Knowledge, Skills Training and Competencies Required: Proven management ability, sound communication, negotiation, planning, organizing, leadership, decision-making and interpersonal skills. Extensive appropriate experience in all aspects of imaging, teaching and research. Financial management and Human Resource Management. Conflict resolution and problem-solving skills. Cross cultural awareness. A concern for excellence. Presentation skills. Sound teaching and Supervisory skills. Ability to function in a multi-disciplinary team. Quality awareness.
<u>DUTIES</u>	:	Overall chargshep of the Department of Radiology at Addington. Maintain satisfactory clinical, professional and ethical standards related to these services. Ensure effective and efficient specialist regional level services within the scope of acceptable and up-to-date practices in order to contribute to optimal health care. Supervision of and effective utilization of medical staff. Responsible for training of Registrars and provide ongoing staff development in accordance with individual and department needs. Conduct, assist in, and stimulate appropriate research Participation in the undergraduate and postgraduate departmental teaching programme. Facilitate outreach programmes. The performance of commuted overtime is a requirement. Ensure that an optimal Radiological and Mammographic service is provided in a cost effective manner. Develop management protocols, policies and SOPs for the department. Organize, prepare and chair

interdepartmental clinical radiology meetings. Provide optimal outpatient and inpatient clinical services and referral services with excellence in related interventional procedures. Conduct and participate in quality improvement imperatives including audits (morbidity and mortality reporting and reviews, clinical documentation audits etc.) and CPD activities.

- ENQUIRIES** : Dr A Aron Tel No: 031 327 2570
- APPLICATIONS** : All applications should be forwarded to: Attention: The Human Resource Department, Addington Hospital, P O Box 977, Durban, 4000 OR dropped off in Room 23, Human Resource Department, 1st Floor, Addington Hospital.
- 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 (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. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S &T and settlement claims will be considered for payment to candidates that are invited for the interview.
- CLOSING DATE** : 23 November 2018
- POST 45/47** : **HEAD CLINICAL UNIT (MEDICAL) GR 1-(ONCOLOGY) REF NO: GS 63/18**
Component – Oncology
- SALARY** : R1 643 352 - R1 744 191 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. Employee must sign the commuted overtime contract form annually.
- CENTRE** : Greys Hospital, Pietermaritzburg
- REQUIREMENTS** : MBChB or equivalent, FCRadOnc (SA) and / or MMED Current Registration with HPCSA as a Specialist Oncologist. A minimum of 3 years' experience after registration with HPCSA as Specialist Oncologist. Knowledge, Skills and Experience: Sound knowledge in both medical and radiation oncology. Knowledge of legislative prescripts governing the public service, including the PFMA, National Health Act, Annual Performance Plan, National Strategic Plan, SDGs, etc. Human resources management, financial management and general administrative skills. Control and monitoring of budget and expenditure. Strategic management capability and leadership skills. Project management; time management; meeting tight deadlines. Computer literacy in MS Outlook, Excel, Word and PowerPoint. Problem solving; change management; managing resistance to change; interpersonal skills. Good administrative, clinical decision-making and communication skills. Report writing, business and operational planning, presentation skills, public speaking, chairing meetings. Teaching and training skills; supervising postgraduate training and research, including registrars / MMed students; research skills including the ethical and academic aspects of research. Awareness of cross-cultural differences.
- DUTIES** : The incumbent will serve as the Head of Department of Oncology at Grey's Hospital. Effectively and efficiently planning, organizing, leading and control of all clinical and administrative aspects of the Department. Provide vision, strategic direction and inspire and motivate employees to deliver excellent, quality health services. Compile medium and long term business plan for the Department, and implement fiscal control measures on an ongoing basis. Ensure provisioning of a 24-hour service in Oncology. Render efficient and cost-effective Oncology services to patients managed by Grey's Hospital, including striving towards acceptable patient waiting times for Oncology clinic appointments, radiotherapy and chemotherapy. Strengthen and ensure continuous clinical governance for

Oncology services. Ensure the upkeep of and rational use of resources (including laboratory investigations, medication, consumables and equipment). Manage the performance of allocated human resources. Plan and provide training of staff including Nurses, Clinical Support Personnel, Medical Officers, Interns and undergraduate and postgraduate Medical Students and also stimulate, supervise and support relevant research, clinical trials and CPD activities. Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Conduct (combined or separate) out-patient specialist clinics and provide expert opinion where required. Ensure that working environment complies with Health and Safety Act, staff adheres to the safety precautions and that staff is maintained to attain optimal productivity. Formulate and manage protocols in accordance with Department of Health policies that will have a positive impact on staff and ensure that staff are aware and adhere to protocols. Provide measures and guidance on quality assurance to comply with set quality standards. Maintain up-to-date patient database, patient throughput statistics and statistics on key indicators, including backlogs, waiting times, etc.; registration and reporting of cancers. Managing and resolving patient complaints. Strengthen partnership with relevant stakeholders i.e. other tertiary hospitals i.e. IALCH, Addington, UKZN, referring hospitals, NGOs, NPOs, community members, etc. Improve management of referrals to and from the Oncology Department. Maintain satisfactory clinical, professional and ethical standards related to these services. Promote community-orientated services such as cancer screening and health awareness.

- ENQUIRIES** : Dr L. Naidoo Tel No: 033 897 3317
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs. M. Chandulal
- NOTE** : Directions to Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies, Curriculum Vitae and certified ID copy 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 64/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).
- CLOSING DATE** : 23 November 2018
- POST 45/48** : **MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 88/2018**
Emergency Medicine Unit
- SALARY** : Grade 1: R1 051 368
Grade 2: R1 202 112
Grade 3: R1 395 105
All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance plus Commuted Overtime which is determined by service delivery needs of the department.
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Qualification that allows registration with the Health Profession, Council of South Africa (HPCSA) as Medical Specialist in Emergency Medicine. Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Emergency Medicine, **Grade 1:** No working experience, **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist in Emergency Medicine after registration with the HPCSA as Medical Specialist in Emergency Medicine and Proof of working experience endorsed by Human Resource Department, **Grade 3:** A minimum of 10 years appropriate experience as a Medical Specialist in

		Emergency Medicine after registration with the HPCSA as Medical Specialist in Emergency Medicine, Proof of working experience endorsed by Human Resource Department, Supervisory abilities, Ability to work in a multi-disciplinary team, Knowledge of Public Service Legislation, Policies and Procedures, Medical Ethics, epidemiology and statistics.
<u>DUTIES</u>	:	The candidate will, under the direction of the head of the department: Conduct specialist ward rounds, Provide after hour cover in emergency medicine and clinical support to junior staff, Provide advice to district/regional level hospitals, Manage/supervise allocated human resources, Ensure equipment is appropriately maintained. Training of undergraduate and post-graduate medical students. Active participation in quality improvement programmes including clinical audits and CME activities. Attend to administrative matters within the unit. Assist with administration of the Emergency Unit and have an input into the unit's administration at Ngwelezana Hospital. Assist protocol development and review for patient management in Emergency Medicine. Development and implement clinical audit and quality assurance programmes. Provide outreach to surrounding District Hospitals which refer to Ngwelezana Hospital Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards. Performance of commuted overtime is a requirement of the post.
<u>ENQUIRIES</u>	:	Dr SR Garach Tel No: 082 495 0135
<u>APPLICATIONS</u>	:	Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block
<u>FOR ATTENTION</u>	:	Mr MTR Nzuzza
<u>NOTE</u>	:	Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified. 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.
<u>CLOSING DATE</u>	:	23 November 2018 (Late applications will not be accepted)
<u>POST 45/49</u>	:	<u>MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 89/2018</u> Critical Care Unit
<u>SALARY</u>	:	Grade 1: R1 051 368 Grade 2: R1 202 112 Grade 3: R1 395 105 All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department.
<u>CENTRE</u>	:	Ngwelezana Tertiary Hospital
<u>REQUIREMENTS</u>	:	Qualification that allows registration with the Health Profession, Council of South Africa (HPCSA) as Medical Specialist in Anaesthetics. Tertiary qualification in the

Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthetics, **Grade 1:** No working experience, **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist in Anaesthesia after registration with the HPCSA as Medical Specialist in Anaesthetics and proof of working experience endorsed by Human Resource Department, **Grade 3:** A minimum of 10 years appropriate experience as a Medical Specialist in Anaesthesia after registration with the HPCSA as Medical Specialist in Anaesthetics and proof of working experience endorsed by Human Resource Department, Supervisory abilities, Ability to work in a multi-disciplinary team, Knowledge of Public Service Legislation, Policies and Procedures, Medical Ethics, Epidemiology and statistics.

- DUTIES** : Provide specialist care to patients requiring services within your specific domain. Provide specialist care to patients requiring services within your specific domain. Provide specialist care in the as allocated by Head Clinical Department (between Ngwelezana Hospital and Queen Nandi Regional Hospital). Provide after-hours coverage in Anaesthetics and ensure continuous clinical support to junior staff. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Provide expert advice and clinical support to district/regional level hospitals referring to Ngwelezana Hospital. Provide outreach to surrounding District Hospitals that refers patients to Ngwelezana Hospital. Adhere to all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service.
- ENQUIRIES APPLICATIONS** : Dr S Sewpersad @ 084 418 3496
: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block
- FOR ATTENTION NOTE** : Mr MTR Nzuza
: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified. 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.
- CLOSING DATE** : 23 November 2018 (Late applications will not be accepted)
- POST 45/50** : **MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 90/2018**
Radiology Department
- SALARY** : Grade 1: R1 051 368
Grade 2: R1 202 112
Grade 3: R1 395 105
All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department.
- CENTRE** : Ngwelezana Tertiary Hospital

- REQUIREMENTS** : Qualification that allows registration with the Health Profession, Council of South Africa (HPCSA) as Medical Specialist in Radiology. Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Radiology, **Grade 1:** No working experience, **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist in Radiology after registration with the HPCSA as Medical Specialist in Radiology and proof of working experience endorsed by Human Resource Department, **Grade 3:** A minimum of 10 years appropriate experience as a Medical Specialist in Radiology after registration with the HPCSA as Medical Specialist in Radiology, proof of working experience endorsed by Human Resource Department, Supervisory abilities, Ability to work in a multi-disciplinary team, Knowledge of Public Service Legislation, Policies and Procedures, Medical Ethics, epidemiology and statistics.
- DUTIES** : Provide specialist care to patients requiring services within Radiology Department. Provide after-hours coverage in Radiology and ensure continuous clinical support to junior staff. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Provide expert advice and clinical support to district/regional level hospitals referring to Ngwelezana Hospital. Provide outreach to surrounding District Hospitals that refers patients to Ngwelezana Hospital. Active participation in quality improvement programmes including clinical audits and continuous professional development activities in Ngwelezana Hospital and Region 4. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to the unit. Manage/supervise allocated human resources. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.
- ENQUIRIES** : Dr N.A. Shabalala @ 082 498 9635
- APPLICATIONS** : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block
- FOR ATTENTION** : Mr MTR Nzuza
- NOTE** : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. 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.
- CLOSING DATE** : 23 November 2018 (Late applications will not be accepted)
- POST 45/51** : **MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 91/2018**
Maxillo Facial
- SALARY** : Grade 1: R1 051 368
Grade 2: R1 202 112

Grade 3: R1 395 105

All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department.

**CENTRE
REQUIREMENTS**

: Ngwelezana Tertiary Hospital
: Qualification that allows registration with the Health Profession, Council of South Africa (HPCSA) as Medical Specialist in Maxillo Facial. Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Maxillo Facial, **Grade 1:** No working experience, **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist in Maxillo Facial after registration with the HPCSA as Medical Specialist in Maxillo Facial and proof of working experience endorsed by Human Resource Department, **Grade 3:** A minimum of 10 years appropriate experience as a Medical Specialist in Maxillo Facial after registration with the HPCSA as Medical Specialist in Maxillo Facial and proof of working experience endorsed by Human Resource Department, Supervisory abilities, Ability to work in a multi-disciplinary team, Knowledge of Public Service Legislation, Policies and Procedures, Medical Ethics, Epidemiology and statistics.

DUTIES

: Provide specialist care to patients requiring services within your specific domain
Provide specialist care in the outpatient clinics and inpatient wards. Provide after-hours coverage in Maxillo Facial. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Conduct specialist regular ward rounds and administer expert interventions that will expedite the management of patient care. Provide expert advice and clinical support to district/regional level hospitals referring to Ngwelezana Hospital. Provide outreach to surrounding District and Regional Hospitals that refers patients to Ngwelezana Hospital. Active participation in quality improvement programmes including clinical audits and continuous professional development activities in Ngwelezana Hospital and Region 4. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to the unit. Manage/supervise allocated human resources. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

**ENQUIRIES
APPLICATIONS**

: Dr RS Moeketsi Tel No: 035 901 7260 / 7273
: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

**FOR ATTENTION
NOTE**

: Mr MTR Nzuzo
: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified. 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.

CLOSING DATE : 23 November 2018 (Late applications will not be accepted)

POST 45/52 : **MEDICAL SPECIALIST: GRADE 1 REF NO: HRM 47/2018 (X1 POST)**
Directorate: Dept. of Orthopaedics

SALARY : GR 1: R1 051 368 – R1 115 874 per annum (All inclusive salary package) plus commuted overtime

CENTRE : King Edward VIII Hospital (KEH)

REQUIREMENTS : MBCHB degree or equivalent PLUS registration certificate with the HPCSA as a Medical Specialist PLUS current registration with HPCSA as a Medical Specialist (2018/2019). None to less than 5 years actual experience after registration with the HPCSA as a Medical Specialist. Recommendation: Computer Literacy. Knowledge, Skills, Training and Competencies Required: Sound clinical and surgical knowledge and experience in the Orthopedics surgery, knowledge of current Health and Public Service legislation, regulations and policy including medical ethics, epidemiology and statistics, good communication, leadership, decision-making and clinical skills, ability to teach doctors, students and participate in continuing professional development.

DUTIES : Provide safe, ethical and high quality of care through the development of standards and risk assessments in the area of Clinical and customer care (patient perspective) in the respective specialty, develop a full package of services including complex orthopedics cases, develop, maintain and audit the correct implementation of clinical protocols and guidelines, implement and maintain an efficient, effective and seamless service delivery process within the hospital and referring facilities, plan and provide continuous medical education to multidisciplinary team members and conduct and stimulate research, manage and performance of junior staff within the area of control, align clinical service delivery plans and priorities with hospital plans and priorities, undertake appropriate Clinical audit to monitor performance of the service, accept delegated responsibility from the Clinical head of the unit, liaison with Clinical Head regarding service delivery.

ENQUIRIES : Dr. S.A. Moodley Tel No: 031 3603854

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity; affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying).

CLOSING DATE : 23 November 2018

POST 45/53 : **MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 92/2018**
Emergency Medicine Unit

SALARY : Grade 1: R780 612
Grade 2: R892 551

Grade 3: R1 035 831

All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department.

**CENTRE
REQUIREMENTS**

: Ngwelezana Tertiary Hospital
: Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Practitioner, **Grade 1:** No working experience, **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Sound clinical skills, Certificates in BLS and ATLS/ACLS/PALS/APLS is recommended, Knowledge of acts, policies and regulations of the department of health and Concern for excellence.

DUTIES

: Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department
: Provision of after-hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning.

**ENQUIRIES
APPLICATIONS**

: Dr SR Garach Tel No: 082 495 0135
: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

**FOR ATTENTION
NOTE**

: Mr MTR Nzuzza
: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. 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.

CLOSING DATE

: 23 November 2018 (Late applications will not be accepted)

POST 45/54

: **MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 93/2018**
Anaesthetics

SALARY

: Grade 1: R780 612
Grade 2: R892 551
Grade 3: R1 035 831

		All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department.
<u>CENTRE REQUIREMENTS</u>	:	Ngwelezana Tertiary Hospital
	:	Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Practitioner, Grade 1: No working experience, Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Sound clinical skills, Certificates in BLS and ATLS/ACLS/PALS/APLS is recommended, Knowledge of acts, policies and regulations of the department of health and Concern for excellence.
<u>DUTIES</u>	:	Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to care for emergency cases in a form of commuted overtime. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr S Sewpersad @ 084 418 3496
	:	Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block
<u>FOR ATTENTION NOTE</u>	:	Mr MTR Nzuzza
	:	Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified. 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.
<u>CLOSING DATE</u>	:	23 November 2018 (Late applications will not be accepted)
<u>POST 45/55</u>	:	<u>MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 94/2018</u> Intensive Care Unit
<u>SALARY</u>	:	Grade 1: R780 612 Grade 2: R892 551 Grade 3: R1 035 831 All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department.
<u>CENTRE REQUIREMENTS</u>	:	Ngwelezana Tertiary Hospital
	:	Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Practitioner, Grade 1: No working experience, Grade 2: A minimum of 5 years appropriate experience as a

Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Sound clinical skills, Certificates in BLS and ATLS/ACLS/PALS/APLS is recommended, Knowledge of acts, policies and regulations of the department of health and Concern for excellence.

DUTIES : Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to care for emergency cases in a form of commuted overtime. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning.

ENQUIRIES : Dr S Sewpersad @ 084 418 3496
APPLICATIONS : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

FOR ATTENTION : Mr MTR Nzuzza
NOTE : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. 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.

CLOSING DATE : 23 November 2018 (Late applications will not be accepted)

POST 45/56 : **MEDICAL OFFICER (ORTHOPAEDICS) (GRADE 1-3) REF NO: MAD 32/2018 (X2 POSTS)**

SALARY : Grade 1: R780 612 – R840 942 per annum
 Grade 2: R892 551 – R975 945 per annum
 Grade 3: R1 035 831 – R1 295 025 per annum
 The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime only limited to applicable groups.

CENTRE : Madadeni Provincial Hospital
REQUIREMENTS : A basic qualification of MBChB plus Current (2018) registration with the HPCSA. Registration Certificate with HPCSA as a Medical Practitioner. Proof of current and previous work experience endorsed by HR (Certificate of Service). Experience: Medical Officer **Grade 1:** No experience required from South African qualified employees. One (1) 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. Medical Officer **Grade 2:** Five (5) years' relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Six (6) 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. Medical Officer **Grade 3:** Ten (10) years' relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Eleven (11) 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, Training and Competencies required: Sound knowledge of clinical and patient management skills, human resource management, information management and quality assurance programs. Current health and public service legislation, regulation and medical ethics. Good communication skills.

DUTIES : Clinical \ and administration duties \ responsibilities for the respective section. Implement quality standards and practices and treatment protocols to ensure correct and effective management of patient. Examination, diagnosis and treatment of patients in Orthopaedic OPD, Orthopaedic clinic and wards. To identify health care needs and communicate these to seniors for development of policies, methods and procedures. Facilitation of staff training and on-going medical education. After- hours participation in call rosters. Active involvement in the pre-operative assessment of patients. Assist senior doctors during operations. Active participation in handling of minor orthopaedic procedures.

ENQUIRIES : Dr SPB Khetsi Tel No: 034 328 8000

APPLICATIONS : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940

FOR ATTENTION : The Recruitment Officer

NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE : 23 November 2018

POST 45/57 : **MEDICAL OFFICER GRADE 1/2 REF NO: HRM 50/2018 (X1 POST)**
Directorate: Dept of Radiology

SALARY : GR 1: R780 612 – R840 942 per annum (All inclusive salary package)
GR 2: R892 551 – R975 945 (All-inclusive package)

CENTRE : King Edward VIII Hospital (KEH)
REQUIREMENTS : MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2017/2018). **GR 1:** None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner. **GR 2:** 5 years to less than 10 years experience after registration with the HPCSA as an Independent Medical Practitioner. Recommendation: At least 1 year experience in Radiology as a Medical Practitioner after registration with the HPCSA as Medical Practitioner, Have obtained Part 1 in Radiology will be an added advantage. Computer literacy.

		Knowledge, Skills, Training and Competencies Required: Sound clinical knowledge within the discipline, ability to deal with all radiological emergencies, knowledge of ethical medical practices, ability to assess, diagnose and manage patient.
<u>DUTIES</u>	:	Render radiological duties: Inpatient and Outpatient, render cost effective medical care, incorporating radiological management and follow up, train other staff, undertake on-going medical education and professional development, undertake Radiology procedures and reporting in all modalities, any other duties allocated by supervisors
<u>ENQUIRIES</u>	:	Dr. S.A. Moodley Tel No: 031 360 3854
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	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 HRM 50/2018. 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.
<u>CLOSING DATE</u>	:	23 November 2018
<u>POST 45/58</u>	:	<u>ASSISTANT MANAGER NURSING (PHC) REF NO: STC 5/2018 (X1 POST)</u> Component: Nursing Services
<u>SALARY</u>	:	R581 826. Other Benefits: 13th Cheque, 8% Inhospitable Rural Allowance, Medical Aid (optional) Home Owner Allowance (employee must meet prescribed requirements).
<u>CENTRE</u>	:	St Chads CHC
<u>REQUIREMENTS</u>	:	Senior certificate/Grade 12 or equivalent qualification. Degree/Diploma in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. One (1) year Post Basic Qualification in Clinical Nursing Science, Health Assessment, Diagnosis, Treatment and Care (PHC). Degree or Diploma in Nursing Administration/ Management accredited with SANC. Proof of registration with SANC (2018). Code 08 unendorsed driving license. Minimum of ten (10) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least six (06) years of the period referred to above must be appropriate/ recognizable experience after obtaining post basic qualification. At least three (3) years of the period mentioned above must be broad clinical nursing science health assessment, diagnosis treatment and care managerial experience. Certificate of service provided (endorsed by human resource section). Recommendation: Computer literacy: MS Office. Knowledge, Skills Training and Competences Required: In depth knowledge of nursing legislation, related ethical & professionalism, practices, prescripts. Planning, supervisory, organizing, leading, decision making problem solving. Ability to work in multidisciplinary team at all levels. Good communication skills and have good disciplinary and coordinating skills. Ability to work and maintain meaningful relationship with a diverse community. Knowledge of Human Resource Management. Knowledge of Public Service Legislation, regulations and policies. Conflict management and report writing. Knowledge of procedures and policies pertaining to nursing. Ability to plan and recognize own work time, and that of support personnel. Knowledge of

EPMDS, Ideal Clinic and National Core Standard. Demonstrate basic computer literacy as a support tool to enhance service delivery flexibility. In depth knowledge of Operation Sukuma Sakhe.

DUTIES : Supervision of PHC services within the CHC. Ensure Provision of quality comprehensive health care. Analyse the operational imperatives set in the National PHC package of services, National Health Norms and Standards, provincial strategic plans, policies and guidelines. Monitor PHC outputs and services on a daily basis and monthly basis to review performance. Evaluate PHC services in terms of standard outcomes and priority programs by accurate analyses of data. Ensure implementation of 90 90 90 strategy and Ideal Clinic realization. Contribute to the compilation of the operational plan and align with district Office Plan. Advocate for the resources at management level and have input into the budget for the facility. Ensure effective, efficient and economical allocation of resources, including Human Resources-EPMDS. Compile a detailed report after each shift and submit to supervisor. Assist with day and night supervision when necessary. Manage complaints and report patient's safety incidents. Display a concern for client's needs, requirements and work as multidisciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Monitor and manage absenteeism & consequence management. Ensure that all systems in the facility are functional on day and night duty services. Ensure effective crisis management in the clinic. Co-ordinate, supervise manage PHC services in the local PHC areas including CHC school health services, mobile services, ward based outreach teams and community based field workers. Relieving the Deputy Manager Nursing and take report from night shift staff. Work in multidisciplinary team environment to ensure delivery of quality services in the facility and also involvement in staff recruitment. Involvement in Operation Sukuma Sakhe activities. Participate in Nerve Centre, Health Information, DHER, DHP & DOP meeting. Engagement in stakeholders meetings. Ensure data management. Ensure campaigns are conducted. Engagement in different staff and stakeholders meetings. Be involved in the development and implementation of policies and SOP's.

ENQUIRIES : CI Ndlovu Tel No: 036 6379600

APPLICATIONS : All applications should be forwarded to: The Human Resources Manager, St Chads Community Health Centre, P O Box 2238 Ladysmith 3370, OR Hand Delivered at Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

FOR ATTENTION : Mr S.D.Mdletshe

NOTE : Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting), credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. 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 are free to apply. Please note that no S&T claims will be considered for payment to candidates that are invited for interview.

CLOSING DATE : 30 November 2018

POST 45/59 : **OPERATIONAL MANAGER NURSING (SPECIALTY) (ORTHOPAEDICS) REF NO: MAD 27/ 2018**

SALARY : R532 449 – R599 274 per annum plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Madadeni Provincial Hospital
 : Basic R425 qualification (i.e. Degree/Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a “Professional Nurse”, PLUS Minimum of 9 years appropriate recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. One (1) year Post basic qualification in Orthopaedics Nursing Science. At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining 1 year post basic qualification in Orthopaedics Nursing Science. Proof of current year registration with SANC (2018 Receipt). Proof of work experience (Certificate of Service) from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills, Training and Competencies required: Strong interpersonal, communication and presentation skills. Ability to make independent decision, problem solving and conflict resolution. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Financial management. Trauma and emergency skills. Policy formulation skills. Knowledge of Human resource management. Team building and leadership skills.

DUTIES : To plan/ organise and monitor the objectives of the specialised unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff and to give guidance. To ensure continuity of patient care on all levels i.e. work book, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Manage effectively the utilisation and supervision of resources. Coordination of the provision of effective training and research. Provision of Effective Support to Nursing Services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES APPLICATIONS : Ms ZE Gumede Tel No: 034 328 8137
 : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940

FOR ATTENTION NOTE : The Recruitment Officer
 : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to

shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

- CLOSING DATE** : 23 November 2018
- POST 45/60** : **OPERATIONAL MANAGER NURSING (PHC) REF NO: NGWE 95/2018**
HIV, ARV, STI AND TB (HAST)
- SALARY** : Grade 1: R532 449 – R599 274 per annum, Plus 8% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
: Diploma/Degree in General Nursing, A post basic qualification in Primary Health Care Nursing, Registration with the SANC as a Professional Nurse, A minimum of 9 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, At least 5 years of the period referred above must be appropriate/ recognizable experience in Primary Health Care after obtaining post basic qualification in Primary Health Nursing. Proof of working experience (certificate of service) endorsed by Human Resource. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Managerial skills.
- DUTIES** : Oversee HIV Management, ARV rollout, TB Management STI services. Develop and implement quality assurance programs, policies and operational plan for HAST Unit. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution, District Office and Provincial Office. Ensure provision of a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Exercise control over discipline, grievance and all labour relations issues. Develop/establish and maintain constructive working relationship staff and other stakeholders. Effective utilization of all the resources e.g. human, financial, equipment and supplies. Monitor the management /prevention and control of infection within HAST Unit. Develop, monitor and evaluate staff performance in terms of EPMDS Policy. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele.
- ENQUIRIES APPLICATIONS** : Ms RM Sithole Tel No: 035 901 7258 / 7047
: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block
- FOR ATTENTION NOTE** : Mr MTR Nzuzza
: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. 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.
- CLOSING DATE** : 23 November 2018 (Late applications will not be accepted)

<u>POST 45/61</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY) (PSYCH) (ADMISSION WARD) REF NO: MAD 22/ 2018</u>
<u>SALARY</u>	:	R532 449 – R599 274 per annum plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Madadeni Provincial Hospital
	:	Basic R425 qualification (i.e. Degree/Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a “Professional Nurse”, PLUS Minimum of 9 years appropriate recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. One (1) year Post basic qualification in Advance Psychiatric Nursing Science. At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining 1 year post basic qualification in Advance Psychiatric Nursing Science. Proof of current year registration with SANC (2018 Receipt). Proof of work experience (Certificate of Service) from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills, Training and Competencies required: Demonstrate an in depth 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). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit. Knowledge about forensic mental health care practices and systems.
<u>DUTIES</u>	:	Ensure provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Ensure effective implementation of legal aspects and compliance with time frames thereof. 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 Madadeni Hospital. Ensure compliance to professional and ethical practice. Work effectively and amicably at a supervisory level with persons of diverse Intellectual, cultural, racial or religious differences. Organise MDT meetings and ensure that improvement plans are implemented. Ensure that safety and security measures for patients in admission ward are in place and maintained. Participate in staff development using EPMSD System and other work related programmes and training. Ensure the unit complies with National Core Standard, Infection Prevention and Control as well as Occupational Health and Safety policies.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms ZE Gumede Tel No: 034 328 8137
	:	All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940
<u>FOR ATTENTION NOTE</u>	:	The Recruitment Officer
	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign

qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

- CLOSING DATE** : 23 November 2018
- POST 45/62** : **OPERATIONAL MANAGER – GENERAL - GRADE 1 REF NO: HRM 49/2018 (X1 POST)**
Directorate: Surgical
- SALARY** : Gr 1: R420 318 – R473 067 per annum. Other Benefits: Medical Aid (Optional):
Housing Allowance: Employee must meet prescribed requirements.
- CENTRE** : King Edward VIII Hospital
- REQUIREMENTS** : Matric/Senior certificate(Grade 12) or equivalent qualification, degree/Diploma in General Nursing Science and Midwifery, current registration with South African Nursing Council as Professional nurse and a midwife, current proof of registration with SANC for 2018, A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse, proof of previous and current experience (certificate of service) and stamped by HR must be attached. Recommendation: Computer literacy. Knowledge, Skills, Training, and Competencies Required: Knowledge and insight into nursing processes and standard operating procedures of nursing in the Public service, Knowledge of public service acts, regulations, prescripts and policies, knowledge of SANC rules and regulations, knowledge of Code of conduct for Public Service employees, decision making and problem solving skills, skills in organizing, planning and supervising, knowledge of Batho Pele principles and Patients right charter, knowledge of National core standards, ability to supervise, teach and manage staff, an understanding of the challenge facing public health sector, ability to provide monitoring and coaching to her/his supervisees.
- DUTIES** : Provide effective management and professional leadership ensuring that the unit is organized to provide quality patient care, monitor the implementation of nursing process and develop quality improvement programs, manage and monitor human and material resources effectively and efficiently, participate in the development and implementation of policies, guidelines and SOP's, develop operational and procurement plans for the department, provide a safe therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety act and all other applicable prescripts, ensure development and implementation of staff development programs, deal with grievances and staff discipline in terms of laid down policies and procedures, monitor implementation of PMDS, ensure proper allocation of staff, maintain constructive working relationships with nursing and other stakeholders, promotion of health and wellness programs to increase productivity, promote cost effective utilization of resources according to relevant legislation, responsible for training, monitoring and upgrading skills of health professionals.
- ENQUIRIES** : Mr. B.B. Khoza Tel No: 031 360 3026
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply

with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. Persons with disabilities and African males are encouraged to apply, however, other race groups are also not restricted from applying.

- CLOSING DATE** : 23 November 2018
- POST 45/63** : **OPERATIONAL MANAGER – GENERAL - GRADE 1 REF NO: HRM 46/2018 (X1 POST)**
Directorate: Medicine
- SALARY** : Gr 1: R420 318 – R473 067 per annum. Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.
- CENTRE** : King Edward VIII Hospital
- REQUIREMENTS** :
 Matric/Senior certificate(Grade 12) or equivalent qualification, degree/Diploma in General Nursing Science and Midwifery, current registration with South African Nursing Council as Professional nurse and a midwife, current proof of registration with SANC for 2018, A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse, proof of previous and current experience (certificate of service) and stamped by HR must be attached. Recommendation: Computer literacy. Knowledge, Skills, Training, and Competencies Required: Knowledge and insight into nursing processes and procedures, Knowledge of public service acts, regulations, prescripts and policies, knowledge of SANC rules and regulations, knowledge of Code of conduct for Public Service employees, decision making and problem solving skills, skills in organizing, planning and supervising, knowledge of Batho Pele principles and Patients right charter, knowledge of National core standards, ability to supervise, teach and manage staff, an understanding of the challenge facing public health sector, ability to provide monitoring and coaching to her/his supervisees.
- DUTIES** :
 Provide effective management and professional leadership ensuring that the unit is organized to provide quality patient care, monitor the implementation of nursing process and develop quality improvement programs, manage and monitor human and material resources effectively and efficiently, participate in the development and implementation of policies, guidelines and SOP's, develop operational and procurement plans for the department, provide a safe therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety act and all other applicable prescripts, ensure development and implementation of staff development programs, deal with grievances and staff discipline in terms of laid down policies and procedures, monitor implementation of PMDS, ensure proper allocation of staff, maintain constructive working relationships with nursing and other stakeholders, promotion of health and wellness programs to increase productivity, promote cost effective utilization of resources according to relevant legislation, responsible for training, monitoring and upgrading skills of health professionals.
- ENQUIRIES** : Mr. B.B. Khoza Tel No: 031 360 3026
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column

provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. Persons with disabilities and African males are encouraged to apply, however, other race groups are also not restricted from applying.

- CLOSING DATE** : 30 November 2018
- POST 45/64** : **RADIATION ONCOLOGY RADIOGRAPHERS (GR 1, 2, 3) REF NO: GS 64/18 (X1 POST)**
Component – Radiation Oncology Department
- SALARY** : Grade 1: R374 364 per annum
Grade 2: R440 982 per annum
Grade 3: R519 456 per annum
Other Benefits: 13TH Cheque, Medical Aid (Optional), Home Owner Allowance, employee must meet prescribed requirements
- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg
Senior certificate / Grade 12, National Diploma / Degree in Radiotherapy. Current registration with Health Professions Council of South Africa as a Radiation Oncology Radiographer. **Grade 1:** 4 years appropriate experience after registration with HPCSA. **Grade 2:** 14 years appropriate experience after registration with HPCSA of which 10 years must be after registration in Radiation Oncology Radiography. **Grade 3:** 24 years appropriate experience after registration with HPCSA of which 20 years must be after registration in Radiation Oncology Radiography. Applicants with a (4) years Radiography Specialty Qualification (not in possession of Diagnostic Radiographer Qualification and without the 4 years appropriate experience in Therapy, may also apply but will be appointed TITLED as Diagnostic Radiographer, work in the Radiation Oncology component to attain or complete their 4 years appropriate experience and then be translated to Specialty). Knowledge, Skills and Experience: Basic/sound knowledge of radiotherapy treatment planning. Sound Knowledge of treatment delivery principles and procedures. Knowledge of radiation equipment, protection and quality assurance programs. Ability to plan and organize resources. Ability to perform Radiotherapy planning including 3D, IMRT, VMAT and Brachytherapy would be an added advantage. Good communication and patient care skills. Knowledge of radiation control and safety measures. Knowledge of Oncology procedures, equipment and protocols.
- DUTIES** : Undertake all areas of basic and advanced radiation treatment planning accurately interpret planning directives and deliver radiation to the patient. Operate and care for all major equipment and accessories in the department. Maintain patient care, quality and standards for the division. Perform administrative duties related to the management of your allocated division. Provide holistic physical and psychological support for patient and their family. Ensure accurate record keeping of radiation treatment planning and delivery function within a quality management system. Training of Radiotherapy students allocated to work with you in your respective division.
- ENQUIRIES APPLICATIONS** : Mrs. M Mbhele Tel No: (033) 897- 3222/ 3415
Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200
- FOR ATTENTION NOTE** : Mrs. M. Chandulal
Directions to Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, 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 64/18. Please note due to large numbers of applications

we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

- CLOSING DATE** : 23 November 2018
- POST 45/65** : **ULTRASOUND RADIOGRAPHER GRADE1, 2 & 3 (SPECIALTY) REF NO: VRH 16/2018 (X1 POST)**
Re-Advertisement
- SALARY** : Grade 1: R374 364 per annum
Grade 2: R440 982 per annum
Grade 3: R519 456 per annum
Other Benefits: Medical Aid-Optional, Housing allowance- employee must meet prescribed Requirements 13th cheque and 17% rural allowance.
- CENTRE REQUIREMENTS** : Vryheid Hospital (Diagnostic Imaging Services)
: Appropriate qualification that allows for the required Registration certificate with HPCSA in Ultrasound Radiography. Proof of current Registration certificate with the HPCSA as an independent in Ultrasound Radiography. Proof of current registration with HPCSA for 2018. Proof of current /previous work experience endorsed and stamped by the employer(s) must be attached. **Grade 1:** A minimum of 4 years appropriate experience after registration with the HPCSA as a diagnostic Radiographer. OR Applicants with a four (4) years Radiography Specialty qualification (not in possession of Diagnostic Radiography qualification who do not have experience as Diagnostic Radiographer may apply and will be appointed as Diagnostic Radiographer, and will be translated after completed four (4) years appropriate experience. **Grade 2:** A minimum of 14 years appropriate experience after registration with the HPCSA as a Diagnostic Radiographer, of which 10 years must be after registration in Ultrasound Radiography. **Grade 3:** A minimum of 24 years appropriate experience after registration with the HPCSA as a Diagnostic Radiographer, of which 20 years must be after registration in Ultrasound Radiography. Knowledge, Skills, Training and Competencies Required: Sound knowledge of Ultrasound imaging. Sound knowledge of Quality Assurance procedures and methods, knowledge of relevant health and safety Act and all other related acts and good communication skills.
- DUTIES** : Provision of high quality Ultrasound imaging according to patients needs taking into consideration all necessary precautions to prevent complications, Take a supervisory role in all aspects of the imaging department as delegated, Participation in shift and standby duties including nights, weekends and public holidays where necessary, Perform general administrative duties as required where necessary and appropriate, provide guidance and supervision to junior staff and radiography /sonography students, play an active role in the implementation of quality assurance and quality improvements programmes, taking an active role to ensure that imaging services comply with the legislation, Be actively involved in-service training, peer review and CPD activities, promote Batho Pele in execution of all duties for effective service delivery, participate an emergency Ultrasound services when and as required.
- ENQUIRIES APPLICATIONS** : Mr S.J Khumalo (Assistant Director Radiography) Tel No: 034-9822111 EXT 5939
: All applications must be addressed to Vhyheid Hospital Private Bag X9371 Vryheid 3100 or hand delivered to the Human Resources Office no.9 at Vryheid Hospital.
- NOTE** : An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za Certified copies of highest education qualifications-not copies of certified copies, Curriculum Vitae and identity document-certified copies. The reference number must be indicated in the column provided on the Z83 e.g. VRH 13/2008, the post applied for must also be indicated clearly in the relevant section on the application form. People with disability should feel free to apply. Please note that due to large number of application received, applications will not be acknowledged however only the shortlisted applicants will be advised with the outcome. Please

note that no S&T will be paid to candidates that are invited for interviews. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non-RSA citizen/permanent Residents/work permit holders must submit the documentary proof together with their applications. The current employment equity Target is an African Male. (Department of health is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department).

- CLOSING DATE** : 23 November 2018
- POST 45/66** : **PROFESSIONAL NURSE (SPECIALTY) GRADE 1, 2 REF NO: NGWE 96/2018**
Critical Care and Emergency Medicine
- SALARY** : Grade 1: R362 559 – R420 318 per annum
Grade 2: R445 917 – R548 436 per annum
Plus 8% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
Diploma/Degree in General Nursing that allows registration with SANC as a Profession Nurse, One year post basic qualification in Critical Care Nursing or Trauma Nursing, Registration with the SANC as a Professional Nurse A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, Grade 2: A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and at least 10 years of this period must be appropriate/recognizable experience in Critical Care, Burns Unit, Emergency Medicine after obtaining post basic qualification in that specialized field, Attach proof of working experience endorsed by Human Resource Department/Employer. Ability to prioritize issues and other work related matters in order to comply with regulations and guidelines and high level of accuracy. Adherence to scope of practice as defined by SANC.
- DUTIES** : Render an optimal holistic specialized nursing care to patients as member of a multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Norms and Standards, Co-ordinate clinical activities, Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Advocate for quality care of patients. Participate in staff development using EPMDS System and other work related programmes and training. Ensure that equipment and machinery is available and functional at all time. Report patients' safety incidents, challenges and deficiencies within the unit. Attend to meetings, workshops and training programs as assigned by the supervisor.
- ENQUIRIES APPLICATIONS** : Ms RM Sithole Tel No: 035 901 7258 / 7047
Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block
- FOR ATTENTION NOTE** : Mr MTR Nzuzwa
Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The

appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. 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.

- CLOSING DATE** : 23 November 2018 (Late applications will not be accepted)
- POST 45/67** : **CLINICAL NURSE PRACTITIONER OR PROFESSIONAL NURSE SPECIALTY (ADVANCE MIDWIFE) GRADE 1, 2 REF NO: NGWE 97/2018**
Ngwelezana Clinic, Mabamba Clinic, Mobile Clinic
- SALARY** : Grade 1: R362 559 – R420 318 per annum
Grade 2: R445 917 – R548 436 per annum
Plus 8% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
: Diploma/Degree in General Nursing that allows registration with SANC as a Profession Nurse, One year post basic qualification in Primary Health Care Nursing or Advance Midwifery, Registration with the SANC as a Professional Nurse, A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, Grade 2: A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and at least 10 years of this period must be appropriate/recognizable experience in Primary Health Care or Maternal Care after obtaining post basic qualification in Primary Health Care Nursing or Advance Midwifery. Attach proof of working experience endorsed by Human Resource Department/Employer. Ability to prioritize issues and other work related matters in order to comply with regulations and guidelines and high level of accuracy. Adherence to scope of practice as defined by SANC.
- DUTIES** : Render an optimal holistic specialized nursing care to patients as member of a multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Norms and Standards, Co-ordinate clinical activities, Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Advocate for quality care of patients. Participate in staff development using EPMDS System and other work related programmes and training. Ensure that equipment and machinery is available and functional at all time. Report patients' safety incidents, challenges and deficiencies within the unit. Attend to meetings, workshops and training programs as assigned by the supervisor.
- ENQUIRIES APPLICATIONS** : Ms BJ Kubheka Tel No: 035 901 7224
: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block
- FOR ATTENTION NOTE** : Mr MTR Nzuzwa
: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following

checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. 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.

CLOSING DATE : 23 November 2018 (Late applications will not be accepted)

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Direct or hand deliver applications to the addresses as indicated below: - **For 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.

For EThekweni North; EThekweni South and ILembe Districts) 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: Ms TN Ndlovu.

For UMGungundlovu; UGu and Harry Gwala Districts) 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.

For 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.

For 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.

For Umkhanyakude District: The District Director: Department of Social Development; P.O. Box 246; Mbazwana; 3974 or hand deliver to Ngwenya Properties; Sodwana Bay Road; Mbazwana; 3974 For Attention: Mr NH Siyaya.

For 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.

For UMzinyathi District: The District Director: Department of Social Development; Private Bag X2057 Dundee; 3000 or hand deliver to 50 Gray Street; Dundee; 3000 For Attention: Mr CM Ndaba.

For Amajuba District: The District Director: Department of Social Development; Private Bag X6680; Newcastle; 2940 or hand deliver to 113 Panorama Drive; Lennoxton; Newcastle; 2940 For Attention: Mr TM Nguse.

CLOSING DATE : 23 November 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 licence 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

<u>POST 45/68</u>	:	<u>DIRECTOR: OLDER PERSONS AND PERSONS WITH DISABILITIES REF: NO: DSD01/09/2018HO</u>
<u>SALARY</u>	:	R1 005 063 per annum Level 13 (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	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 the South African Council for Social Services Profession as a Social Worker; A valid driver's licence; A minimum of 5 years' experience at a middle/senior managerial level in the social work environment. Knowledge: Constitutional of the Republic of South Africa; Public Service Act; Public Service Regulations; Knowledge of policy analysis and development; Labour Relations Act; Welfare Laws; Research Methodology; Public Finance Management Act; Treasury Regulations; Organizational behavior analysis; Strategic business management; 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; Services delivery innovation; Problem solving and analysis; Client orientation and customer focus; Communication; Research; Presentation; Facilitation; Language; Policy analysis; Computer literacy; Numeracy.
<u>DUTIES</u>	:	Manage and facilitate the provision of services to older persons; Manage and facilitate the provision of services to persons with disabilities; Manage the development and implementation of policies; Provide leadership and strategic direction to the directorate and input to the department strategy; Manage resources of the directorate.
<u>ENQUIRIES</u>	:	Ms PF Luthuli Tel No: (033) 264 2053
<u>POST 45/69</u>	:	<u>DIRECTOR: KING CETSHWAYO DISTRICT REF NO: DSD02/09/2018KING</u>
<u>SALARY</u>	:	R1 005 063 per annum Level 13 (all-inclusive remuneration package)
<u>CENTRE</u>	:	King Cetshwayo District
<u>REQUIREMENTS</u>	:	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 the South African Council for Social Services Professions as a Social Worker; A valid driver's licence; A minimum of 5 years of experience in middle/senior managerial level. Knowledge: Republic of South African Constitution; Public Service Act; Public Service Regulations; Labour Relations Act; Public Finance Management Act; Treasury Regulations; Fraud Prevention Strategies; Welfare Laws; Non-Profit Organizations Act; Basic Conditions of Employment Act; Employee Performance Management and Development System; Public Participation; Service Delivery Frameworks; Social dynamics of KwaZulu-Natal Communities; Provincial Growth and development Plan. 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; Communication; Research; Presentation; Facilitation; Language; Computer literacy; Numeracy.
<u>DUTIES</u>	:	Manage the provision of social welfare services; Manage the provision of services to children and families; Manage the provision of restorative services; Manage and facilitate the provision of community development; Manage the provision of quality assurance; Manage the provision of corporate services; Provide leadership and strategic direction to the District and input to the Department Strategy; Manage resources of the District and provide inputs to Policies.
<u>ENQUIRIES</u>	:	Mr RS Byroo Tel No: (035) 874 8502

OTHER POSTS

<u>POST 45/70</u>	:	<u>FACILITY MANAGER: UMLAZI CYCC REF NO: DSD03/09/2018UMLAZ</u>
<u>SALARY</u>	:	R826 053 per annum (Level 12) (all-inclusive remuneration package)
<u>CENTRE</u>	:	Umlazi CYCC
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for the Social Services Professions; Proof of Current Registration with the South African Council for Social Services Professions as a Social Worker; A valid driver's licence; 3-5 years junior managerial experience in social services. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Welfare Laws; Understanding of SASSA functions; Social dynamics of KwaZulu-Natal communities; Human Resource Management; Labour Relations Act; Service Delivery Frameworks; Public Participation; Community outreach; Employee Performance and Management Development Systems. Skills: Communication; Interpersonal relations; Report writing; Financial management; Change management; Time management; Project management; Leadership; Diversity management; Decision making; Counseling; Service delivery innovation; Client orientation and customer focus; Presentation; Facilitation; Problem Solving and analysis; Conflict Resolution; Interviewing; Computer literacy; Numeracy; Language.
<u>DUTIES</u>	:	Coordinate the delivery of social welfare services in the facility; Manage care and support services in the Facility; Manage paramedical and support services; Ensure effective and efficient provision of corporate support services; Provide advice; guidance and input to policies; Manage resources of the Facility.
<u>ENQUIRIES</u>	:	Mrs NC Mhlongo Tel No: (031) 336 8787
<u>POST 45/71</u>	:	<u>SERVICE OFFICE MANAGER (X5 POSTS)</u>
<u>SALARY</u>	:	R826 053 per annum (Level 12) (all-inclusive remuneration package)
<u>CENTRE</u>	:	Howick Service Office (UMgungundlovu District) Ref No: DSD04/09/2018HOW Kokstad Service Office (Harry Gwala District) Ref No: DSD05/09/2018KOK Mpumalanga Service Office (Ethekewini South District) Ref No: DSD06/09/2018MPUM Nquthu Service Office (Umzinyathi District) Ref No: DSD07/09/2018NQUTH Msinga Service Office (Umzinyathi District) Ref No: DSD08/09/2018MSING
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services as a Social Worker; Proof of Current Registration with the South African Council for Social Services as a Social Worker; A valid driver's licence; 3 to 5 years' junior managerial experience in Social Services. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Legislation pertaining to Social Welfare service delivery; Understanding of SASSA functions; Social dynamics of KwaZulu-Natal communities; Human Resource Management; Labour Relations Act; Service Delivery frameworks; Public Participation; Community outreach; Employee Performance Management and Development Systems. Skills: Communications; Interpersonal relations; Report writing; Financial management; Change management; Time management; Project management; Leadership skills; Diversity management; Decision Making; Counseling; Service delivery innovation; Client orientation and customer focus; Presentation; Facilitation; Problem Solving and analysis; Conflict Resolution; Interviewing; Computer literacy; Numeracy; Language skill.
<u>DUTIES</u>	:	Provide Social Welfare Services; Provide Community Development Services; Ensure the provision of Corporate Support Services; Ensure the implementation of Departmental policies and other relevant legislation in the day to day running of the office; Manage the resources of the Service Office.
<u>ENQUIRIES</u>	:	Ms CD Zondi (Howick Service Office) Tel No: 033 395 9748 Ms RM Ntombela (Kokstad Service Office) Tel No: 039 834 1176 Ms NC Mhlongo (Mpumalanga Service Office) Tel No: 031 336 8787 Ms NPD Hlatshwayo (Nquthu and Msinga Service Offices) Tel No: 034 212 3972

POST 45/72 : **MANAGER: SOCIAL WORK POLICY: YOUTH AND COMMUNITY BASE CARE: ECD AND PARTIAL CARE SERVICES (GRADE 1 – 2) REF NO: DSD09/09/2018HO**

SALARY : R755 598 - R1 045 935 per annum

CENTRE : Head 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 valid driver's licence. A minimum of 10 years' experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Labour Relations Act; Professional counseling; Research Methodology; Service delivery frameworks; Policy development and analysis; Ability to compile complex reports; Employee Performance Management and Development System. Skills: Change management; Counseling; Problem solving and analysis; Report writing; Policy development; Organizational; Communication; Interpersonal relations; Financial management; Research; Networking; Presentation; Facilitation; Monitoring and evaluation; Programme and Project management; Language; Computer literacy and Numeracy.

DUTIES : Keep up to date with new developments in the youth and community based care; ECD and partial care services to children and the youth; Plan and ensure that youth and community – based care; ECD and partial care services on policy research and development are undertaken; Develop policies and strategies relevant to Youth and Community – based care; ECD and Partial care services; Manage resources of the sub-directorate. Manage resources of the sub-directorate.

ENQUIRIES : Dr ZE Mfusi Tel No: (033) 264 2175

POST 45/73 : **SOCIAL WORK MANAGER: SOCIAL WELFARE SERVICES (GRADE 1 – 2) REF NO: DSD10/09/2018UMZINY**

SALARY : R755 598 - R1 045 935 per annum

CENTRE : uMzinyathi District

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 valid driver's licence. A minimum of 10 years' experience in Social Work after registration as Social Worker with the SACSSP. Knowledge: Expert skills to challenge structural sources of poverty; inequality; oppression; discrimination and exclusion; Expert knowledge and understanding of human behavior and social systems and skills to intervene at the points where people interact with their environment in order to promote social well-being; The understanding and ability to provide complex social work services towards protecting people who are vulnerable; at-risk and unable to protect themselves; The ability and competence to assist and empower individuals; families; groups; organization and communities to enhance their social functioning and their problem solving capacities; prevent and alleviate distress and use resources effectively in cases where expert knowledge is required Skills: Communication; Listening; Interpersonal; Computer; Research; Problem solving; Advance Report writing; Conflict management; Time management; Advanced welfare counselling; Analytical thinking; Presentation; Financial management; Leadership.

DUTIES : Provide a social work service of the highest; most advanced and specialized nature within (a) defined area(s) of specialization with regard to the care; support; protection and development of vulnerable individuals; groups; families and communities through the relevant programmes in partnership with stakeholders; Facilitate the development and planning of programmes and interventions to render a social work service through the efficient; economical and effective utilization of financial resources; Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and

		effective utilization of human resources; Keep up to date with new developments in the community development field to enhance service delivery; Plan and ensure that social work research and development are undertaken; Perform and/or ensure that all the administrative functions required in the unit are performed; Manage resources of the District.
<u>ENQUIRIES</u>	:	Ms NPD Hlatshwayo Tel No: (034) 299 7578
<u>POST 45/74</u>	:	<u>ASSISTANT MANAGER: COMMUNITY DEVELOPMENT: YOUTH AND WOMEN (GRADE 1-2) (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R460 488 - R618 855 per annum Ilembe District Ref No: DSD11/09/2018ILEMB Uthukela District Ref No: DSD012/09/2018UTHUK Ethekeeni North District Ref No: DSD064/09/2018ETHN
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree/ National Diploma in Development Studies/ Community Development/ Social Sciences. A valid driver's licence; a minimum of 8 years' experience in Community Development field/ arena. Knowledge: Knowledge and understanding of individual and group behavior; its inter-relations within community structures; dynamic of the community and current legislation to enable interventions; Ability and competence to manage community development structures and projects; The ability to influence individuals and groups to participate in their own self-empowerment ventures; Public Service Management Act; Labour Relations.; Employee Performance Management and Development System Skills: Problem Solving; Conflict resolution; Computer literacy; Written and verbal communication; Complex research; Presentation; Project management; Policy formulation and implementation.
<u>DUTIES</u>	:	Coordinate the identification; facilitation and implementation of integrated development interventions in partnership with other relevant stakeholders through the efficient; effective and economical utilization of resources by the service delivery area(s); Coordinate and manage Youth and Women Development service delivery area(s) to ensure that an efficient and effective community development service is delivered through the proper utilization of human; financial and physical resources; Keep up to date with new developments in the Youth and Women Development and management fields to enhance service delivery; Plan and ensure that research on Youth and Women Development is undertaken. Manage resources of the component.
<u>ENQUIRIES</u>	:	Mrs SM Sikhakhane (Ilembe District) Tel No: 031 336 8818 Mrs PM Mhlongo (UThukela District) Tel No: 036 634 6600 Ms N Murugan (EThekwini North District) Tel No: 031 336 8704
<u>POST 45/75</u>	:	<u>SOCIAL WORK SUPERVISOR (GRADE 1- 2) (X11 POSTS)</u>
<u>SALARY CENTRE</u>	:	R363 507 – R676 248 per annum Pietermaritzburg Service Office (UMgungundlovu District) Ref No: DSD13/09/2018PMB Vulindlela Service Office (UMgungundlovu District) Ref No: DSD14/09/2018VULI Hlanganani Service Office (Harry Gwala District) Ref No: DSD15/09/2018HLANGA Umzumbe Service Office (UGu District) Ref No: DSD16/09/2018UMZU Gamalakhe Service Office (UGu District) Ref No: DSD17/09/2018GAMA Nongoma Service Office (Zululand District) Ref No: DSD18/09/2018NONGO Pongolo Service Office (Zululand District) Ref No: DSD19/09/2018PHONGO KwaMsane Service Office (UMkhanyakude District) Ref No: DSD20/09/2018KWAMSA EZakheni Service Office (UThukela District) Ref No: DSD21/09/2018EZAKHE Kranskop Service Office (UMzinyathi District) Ref No: DSD22/09/2018KRANS Greytown Service Office (UMzinyathi District) Ref No: DSD23/09/2018GREY
<u>REQUIREMENTS</u>	:	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 a Social Worker with SACSSP; A Valid driver's licence. Knowledge:

Public Service Act; Public service Regulations; Batho-Pele principles; Knowledge and understanding of human behavior and social systems; The ability and competence to assist; develop; advocate for; and empower individuals; families; groups; organizations and communities to enhance their functioning and their problem solving capabilities; The ability to promote; restore; maintain; advocate for; and enhance the functioning of individuals; families; groups; and communities by enabling them to accomplish tasks; prevent and alleviate distress and use resources effectively; The understanding and ability to provide social services towards protecting people who are vulnerable; at risk and unable to protect themselves; The ability to mentor and coach Social Workers Grade 1; Employee Performance Management and Development System. Skills: Communication (written and verbal); Listening; Interpersonal; Computer Literacy; Research; Problem solving; Report writing; Time management; Presentation; Facilitation; Counselling; Numeracy; Language and Driving.

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; Supervise and advise Social Workers; Social Auxiliary Workers and Student Social workers to ensure an effective social work service; Keep up to date with the new developments in the social work field; Supervise all administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES : Ms P Manyathi (Pietermariburg Service Office) Tel No: (036) 438 6179
 Ms CSN Nondabula (Vulindlela Service Office) Tel No: (033) 505 0084
 Ms MNN Mlambo (Hlanganani Service Office) Tel No: (039) 832 9265
 MsB Bhengu (Umzumbe Service Office) Tel No: (039) 832 9265
 Ms BE Zulu (Gamalakhe Service Office) Tel No: (039) 318 2552
 Ms HJ Mthembu (Nongoma Service Office) Tel No: (035) 831 3300
 Ms HG Dubazane (Phongolo Service Office) Tel No: (035) 551 1850
 Ms CM Zondi (KwaMsane Service Office) Tel No: (035) 551 1850
 Ms ZP Nkosi (Ezakheni Service Office) Tel No: (036) 634 6600
 Mr N Mtshali (Kranskop Service Office) Tel No: (033) 444 1815
 Ms NE Ngubane (Greytown Service Office) Tel No: (033) 417 1446

POST 45/76 : **SOCIAL WORKER: CHILDREN GRADE 1- 2 (X5 POSTS)**

SALARY : R363 507 – R676 248 per annum
CENTRE : UMgungundlovu District Ref No: DSD65/09/2018UMGU (X2 Posts)
 Harry Gwala District Ref No: DSD66/09/2018PMB (X1 Post)
 ILembe District Ref No: DSD67/09/2018ILEM (X2 Posts)

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 a Social Worker with SACSSP; A Valid driver's licence. Knowledge: Public Service Act; Public service Regulations; Batho-Pele principles; Knowledge and understanding of human behavior and social systems; The ability and competence to assist; develop; advocate for; and empower individuals; families; groups; organizations and communities to enhance their functioning and their problem solving capabilities; The ability to promote; restore; maintain; advocate for; and enhance the functioning of individuals; families; groups; and communities by enabling them to accomplish tasks; prevent and alleviate distress and use resources effectively; The understanding and ability to provide social services towards protecting people who are vulnerable; at risk and unable to protect themselves; The ability to mentor and coach Social Workers; Employee Performance Management and Development System. Skills: Communication (written and verbal); Listening; Interpersonal; Computer Literacy; Research; Problem solving; Report writing; Time management; Presentation; Facilitation; Counselling; Numeracy; Language and Driving.

DUTIES : Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Keep up to date with new development in the social

- work and Social Welfare fields perform all the administrative functions require of the jobs.
- ENQUIRIES** : Ms CD Zondi (UMgungundlovu District) Tel No: 033 395 9600
Ms RM Ntombela (Harry Gwala District) Tel No: 039 834 1176
Ms SM Sikhakhane (ILembe District) Tel No: 031 336 8818
- POST 45/77** : **SOCIAL WORKER: SOCIAL WELFARE SERVICES GRADE 1- 2 (X2 POSTS)**
- SALARY** : R363 507 – R676 248 per annum
CENTRE : EThekwini South District Ref No: DSD68/09/2018ETHS
Zululand District Ref No: DSD69/09/2018ZULU
- 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 a Social Worker with SACSSP; A Valid driver’s licence. Knowledge: Public Service Act; Public service Regulations; Batho-Pele principles; Knowledge and understanding of human behavior and social systems; The ability and competence to assist; develop; advocate for; and empower individuals; families; groups; organizations and communities to enhance their functioning and their problem solving capabilities; The ability to promote; restore; maintain; advocate for; and enhance the functioning of individuals; families; groups; and communities by enabling them to accomplish tasks; prevent and alleviate distress and use resources effectively; The understanding and ability to provide social services towards protecting people who are vulnerable; at risk and unable to protect themselves; The ability to mentor and coach Social Workers; Employee Performance Management and Development System. Skills: Communication (written and verbal); Listening; Interpersonal; Computer Literacy; Research; Problem solving; Report writing; Time management; Presentation; Facilitation; Counselling; Numeracy; Language and Driving.
- DUTIES** : Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Keep up to date with new development in the social work and Social Welfare fields perform all the administrative functions require of the jobs.
- ENQUIRIES** : Ms NC Mhlongo (EThekwini South District) 031 336 8787
Mr BM Gumede (Zululand District) 035 874 8502
- POST 45/78** : **SOCIAL WORKER: RESTORATIVE SERVICES GRADE 1- 2 REF NO: DSD70/09/2018ILEM**
- SALARY** : R363 507 – R676 248 per annum
CENTRE : ILembe District
- 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 a Social Worker with SACSSP; A Valid driver’s licence. Knowledge: Public Service Act; Public service Regulations; Batho-Pele principles; Knowledge and understanding of human behavior and social systems; The ability and competence to assist; develop; advocate for; and empower individuals; families; groups; organizations and communities to enhance their functioning and their problem solving capabilities; The ability to promote; restore; maintain; advocate for; and enhance the functioning of individuals; families; groups; and communities by enabling them to accomplish tasks; prevent and alleviate distress and use resources effectively; The understanding and ability to provide social services towards protecting people who are vulnerable; at risk and unable to protect themselves; The ability to mentor and coach Social Workers; Employee Performance Management and Development System. Skills: Communication (written and verbal); Listening; Interpersonal; Computer Literacy; Research; Problem solving; Report writing; Time management; Presentation; Facilitation; Counselling; Numeracy; Language and Driving.

<u>DUTIES</u>	:	Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Keep up to date with new development in the social work and Social Welfare fields perform all the administrative functions require of the jobs.
<u>ENQUIRIES</u>	:	Ms SM Sikhakhane (ILembe District) Tel No: 031 336 8818
<u>POST 45/79</u>	:	<u>SOCIAL WORKER: OLDER PERSONS GRADE 1- 2 REF NO: DSD71/09/2018KING</u>
<u>SALARY</u>	:	R363 507 – R676 248 per annum
<u>CENTRE</u>	:	King Cetshwayo District
<u>REQUIREMENTS</u>	:	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 a Social Worker with SACSSP; A Valid driver’s licence. Knowledge: Public Service Act; Public service Regulations; Batho-Pele principles; Knowledge and understanding of human behavior and social systems; The ability and competence to assist; develop; advocate for; and empower individuals; families; groups; organizations and communities to enhance their functioning and their problem solving capabilities; The ability to promote; restore; maintain; advocate for; and enhance the functioning of individuals; families; groups; and communities by enabling them to accomplish tasks; prevent and alleviate distress and use resources effectively; The understanding and ability to provide social services towards protecting people who are vulnerable; at risk and unable to protect themselves; The ability to mentor and coach Social Workers; Employee Performance Management and Development System. Skills: Communication (written and verbal); Listening; Interpersonal; Computer Literacy; Research; Problem solving; Report writing; Time management; Presentation; Facilitation; Counselling; Numeracy; Language and Driving.
<u>DUTIES</u>	:	Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Keep up to date with new development in the social work and Social Welfare fields perform all the administrative functions require of the jobs.
<u>ENQUIRIES</u>	:	Ms PM Mhlongo (King Cetshwayo District) Tel No: 035 797 1600
<u>POST 45/80</u>	:	<u>ASSISTANT DIRECTOR: TRAINING AND DEVELOPMENT; PERFORMANCE MANAGEMENT AND BURSARIES REF NO: DSD25/09/2018HO</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Qualifications: National Diploma / Bachelor’s Degree in Human Resource Management/Development/ Public Administration/Management; A minimum of 3-5 years of administrative experience in a Human Resource Environment. A valid Driver’s licence. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Labour Relations Act; Basic Conditions of Employment Act; Promotion of Equality and Prevention of Unfair Discrimination; Employee Performance Management and Development System; Promotion of Access to Information Act; Collective Agreements. Skills: Analytical thinking; Project management; Financial management; People management; Problem solving; Communication; Interpersonal relation; Facilitation; Presentation and PERSAL.
<u>DUTIES</u>	:	Administer Performance management processes; Facilitate the provision of performance reviews; assessments and outcomes; ensure the provision of secretariat services at Committee Meetings (DMC/Appeals); Provide advice and guidance and input to policy; Manage resources of the Division.
<u>ENQUIRIES</u>	:	Mr VW Gumede Tel No: (033) 264 2078

POST 45/81 : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT PLANNING AND MONITORING REF NO: DSD26/09/2018HO**

SALARY CENTRE : R356 289 per annum (Level 09)
: Head Office

REQUIREMENTS : Qualifications: National Diploma / Bachelor's Degree in Human Resource Management/Development/ Public Administration/Management /Management of Training. A minimum of 3-5 years' of administrative experience in Human Resource Development environment; a valid Driver's licence. Knowledge: Constitution of the Republic of South Africa; Public Service Act; Public Service Regulations; Labour Relations Act; Treasury Regulations; Basic Conditions of Employment Act; Public Finance Management Act; Employment Equity Act; Employee Performance Management and Development System. Skills: Communication; Report writing; Computer literacy; Interpersonal relation; Problem Solving; Time management; Project management; Financial Management; Planning; Organizing; Analytical thinking.

DUTIES : Ensure the co-ordination of the development of the HRD Strategy; Ensure the development of Workplace Skills Plan; Promote mobilization of management support in the implementation of HRD interventions; Ensure the effective monitoring and evaluation of the implementation of HRD Plans; Ensure the compilation of Quarterly and Annual HRD Reports and other Training Reports; Provide advice and guidance and input to policy; Manage resources of the Division.

ENQUIRIES : Mr VW Gumede Tel No: (033) 264 2078

POST 45/82 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT (X2 POSTS)**

SALARY CENTRE : R356 289 per annum (Level 09)
: Uthukela District Ref No: DSD27/09/2018UTHUK
: Ethekwini North District Ref No: DSD028/09/2018ETHN)

REQUIREMENTS : Qualifications: National Diploma / Bachelor's Degree in Human Resource Management/ Public Administration/Management /Business Administration; A minimum of 3-5 years' administrative experience in Human Resource. A valid driver's licence. Knowledge: Public Service Act and Regulations; Labour Relations Act; Skills Development Act; Treasury Regulations; Basic Conditions of Employment Act; Public Finance Management Act; Employee Performance Management and Development System; Service Delivery Frameworks; Occupational Health and Safety Act and Collective Agreements. Skills: Communication; Language; Listening; Organising; Report writing; Computer literacy; Interpersonal relations; Problem solving; Time management; Project management; Presentation; Negotiating; Financial management and PERSAL.

DUTIES : Provide human resource administration services; administer the provisioning of human resource development; administer labour relations services; administer employee wellness programmes; Administer PERSAL support services; Provide advice; guidance and inputs to policies; manage the resource of the component.

ENQUIRIES : Mr PM Mpanza Tel No: (036) 634 6663
: Mr MG Nzama Tel No: (031) 336 8865

POST 45/83 : **ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: DSD29/09/2018HO**

SALARY CENTRE : R356 289 per annum (Level 09)
: Head Office

REQUIREMENTS : Qualifications: National Diploma / Bachelor's Degree in Human Resource Management/ Public Administration/Management. A minimum of 3-5 years' administrative experience in Human Resource; A valid driver's licence. Knowledge: Constitution of the Republic of South Africa; Public Service Act; and Regulations; Public Finance Management Act; Labour Relations Act; Basic Conditions of Employment Act; Promotion of Equality and Prevention of unfair Discrimination' Employee Performance Management and Development System' Promotion of Access to information and Collective Agreement. Skills: Analytical

	:	thinking; project management; financial management; people management; problem solving; communication; interpersonal relations; facilitation; presentation. Facilitate recruitment and selection services. Facilitate appointments. Facilitate movement of personnel. Provide advice; guidance and input to policy. Manage resources of the division.
<u>DUTIES</u>	:	
<u>ENQUIRIES</u>	:	Ms PN Mkhize Tel No: (033) 264 2079
<u>POST 45/84</u>	:	<u>LEGAL ADMINISTRATIVE OFFICER MR5: CONTRACT MANAGEMENT REF NO: DSD30/09/2018HO</u>
<u>SALARY</u>	:	R353 253 - R475 773 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree in Law (LLB). A minimum of 8 years' administrative experience in a legal environment; a valid driver's licence. Knowledge: Constitution of Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Interpretation of laws (constitutional; statutory and legal interpretation); Legal research methods and mechanisms; Legislation management; Legislation Administered by the Department; other legislation impacting on legislation administered by the Department; Principles of contract management; Legal Drafting and writing; Constitutional law; Civil and criminal procedure law; Law of contracts and family law. Skills: Communication; Legal report writing; Dispute resolution; leadership; Computer Literacy; interpersonal relations; networking; problem solving; financial management; project Management; time management; negotiation and numeracy.
<u>DUTIES</u>	:	Draft; edit; vet and certify contracts and agreements. Coordinate negotiations and executions of contracts; agreements and memoranda of understanding. Provide guidance on the interpretation; application and enforcement of specific clauses; terms and conditions of contracts and agreements. Conduct; coordinate and maintain legal research and analysis.
<u>ENQUIRIES</u>	:	Adv. NW Hlabisa Tel No: (033) 264 5505/85
<u>POST 45/85</u>	:	<u>COMMUNITY DEVELOPMENT SUPERVISOR GRADE 1-2 (X9 POSTS)</u>
<u>SALARY</u>	:	R344 184 – R488 529 per annum
<u>CENTRE</u>	:	Howick Service Office (UMgungundlovu District) Ref No DSD31/09/2018HOWI Newhanover Service Office (Umgungundlovu District) Ref No DSD32/09/2018NEWH Port Shepstone Service Office (Ugu District) Ref No DSD33/09/2018PORT Pinetown Service Office (Ethekwini North District) Ref No DSD34/09/2018PINE Ndwedwe Service Office (ILembe District) Ref No DSD35/09/2018NDWE Mandeni Service Office (ILembe District) Ref No DSD36/09/2018MAND Paulpietersburg Service Office (Zululand District) Ref No DSD37/09/2018PAUL Bergville Service Office (Uthukela District) Ref No DSD38/09/2018BERG Nquthu Service Office (UMzinyathi District) Ref No DSD39/09/2018NQUTH
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree in Community Development / Development Studies/ Social Sciences; A minimum of 7 years' Community Development field/ arena; a valid driver's licence. Knowledge: Public Service Act; Public Service Regulations; Batho Pele principles; Understanding of human behavior and social system and legislation to assist with interventions at the point where people interact with their environments in order to promote self- empowerments; Ability and competence to coordinate community development structure; Understanding of social dynamics of communities; Employee Performance Management and Development System. Skills: Planning and organizing; Communication (verbal and written; Financial Management; interpersonal; presentation; monitoring and evaluation; people management; project management; Research and report writing; problem solving; Computer literacy; numeracy; language.
<u>DUTIES</u>	:	Supervise the identification; facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and to assist employees engaged in this function by resolving problems; Supervise and support community development practitioners to ensure that there is communication and co- ordination with all relevant role

players; internal and external (e.g. in departments/ provinces; NGO's local community structures and faith based organizations) to facilitate intersectional collaboration; integrated planning and the establishment of partnerships to ensure sustainability of development activities within the community; Supervise and guide community development practitioners to enhance their performance on community development and to 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; Supervise and advise community development practitioners to ensure an efficient and effective service.

ENQUIRIES : Ms Z Cetshane (Howick Service Office) Tel No: 033 330 4309
 Ms N Mthethwa (Newhanover Service Office) Tel No: 033 502 0074
 Ms TS Sonjika (Port Shepstone Service Office) Tel No: 039 682 4486
 Ms T Blose (Pine town Service Office) Tel No: 031 716 2600
 Ms VT Ndlovu (Ndwedwe Service Office) Tel No: 032 533 5021
 Ms HZ Dlamini (Mandeni Service office) Tel No: 032 454 1219
 Ms PL Manyanga (Paulpietersburg Service Office) Tel No: 034 996 7000
 Ms NNN Hadebe (Bergville Service Office) Tel No: 036 448 1362
 Ms NPD Hlatshwayo (Nquthu Service Office) Tel No: 034 299 7578

POST 45/86 : **SOCIAL WORK POLICY DEVELOPER: SUBSTANCE ABUSE PREVENTION AND REHABILITATION (GRADE 1- 2) REF NO: DSD40/09/2018HO**

SALARY : R344 184 – R549 837 per annum
CENTRE : Head 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 8 years' appropriate experience in Social Work after registration as a Social Worker with SACSSP; A Valid driver's licence. Knowledge: Constitution of the Republic of South Africa; Public Service Act; Public Service Regulations; Public Finance Management Act; Treasury Regulations; Professional counseling; Research Methodology; Service delivery frameworks; Policy development and analysis; Ability to compile complex reports. Skills: Change management; Counseling; Problem solving and analysis; Report writing; Policy development; Planning and organizing; Communication; Financial management; Research; Networking; Presentation; Facilitation; Monitoring and evaluation; Programme and Project management; Language; Computer literacy; Numeracy; Driving.

DUTIES : Keep up to date with new development in the substance abuse prevention and rehabilitation services; Conduct research and development; Develop, implement and maintain substance abuse prevention and rehabilitation policies; Perform all the administrative functions required in substance abuse prevention and rehabilitation services.

ENQUIRIES : Ms NC Dlamini Tel No: (033) 264 7994

POST 45/87 : **CORPORATE SUPPORT OFFICER (X8 POSTS)**

SALARY : R299 709 per annum (Level 08)
CENTRE : Hlanganani Service Office (Harry Gwala District) Ref No: DSD41/09/2018HHLANGA
 Umzinto Service Office (Ugu District) Ref No: DSD42/09/2018UMZI
 Mandeni Service Office (ILembe District) Ref No: DSD43/09/2018MAND
 Nongoma Service Office (Zululand District) Ref No: DSD44/09/2018NONG
 Mondlo Service Office (Zululand District) Ref No: DSD45/09/2018MOND
 Kwabadala Centre for the Residential Care of Old Persons (King Cetshwayo District) Ref No: DSD46/09/2018KWAB
 Bergville Service Office (UThukela District) Ref No: DSD47/09/2018BERG
 Madadeni Service Office (Amajuba District) Ref No: DSD48/09/2018MADAD

REQUIREMENTS : Qualifications: National Diploma/ Bachelor's Degree in Public Administration/ Management; A valid driver's licence; 3–5 year's clerical experience. Knowledge: Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Employee Performance Management and Development System;

- Basic Conditions of Employment Act; Supply Chain Management Practices and procedures; Service delivery frameworks; Occupational Health and Safety; Labour Relations Act; Batho-Pele Principles; Road Traffic Act; Archives Act. Skills: Interpersonal; Networking; Problem solving; Driving; Time management; Communication; Financial management; Decision making; Report writing; Numeracy; Computer literacy; Language.
- DUTIES** : Provide human resource management services; Monitor financial services of the Service Office/Facility; Provide fleet management services; Provide registry services; Provide personnel supervision.
- ENQUIRIES** : Ms MNN Mlambo (Hlanganani Service Office) Tel No: 039 832 0017
 Ms NH Mkhize (Umzinto Service Office) Tel No: 039 9741108
 Ms HZ Ndlamini (Mandeni Service Office) Tel No: 032 454 1219
 Ms HJ Mthembu (Nongoma Service Office) Tel No: 035 831 3300
 Ms HPT Ndlonzi (Mondlo Service Office) Tel No: 034 933 0855
 Ms PZ Mashazi (Kwabadala Centre for the Residential Care of Old Persons) Tel No: 035 833 8012
 Ms NNN Hadebe (Bergville Service Office) Tel No: 036 448 1363
 Ms NV Ndlovu (Madadeni Service Office) Tel No: 034 314 3085
- POST 45/88** : **IT SPECIALIST: UTHUKELA DISTRICT REF NO: DSD49/09/2018UTHUK**
- SALARY CENTRE REQUIREMENTS** : R299 709 per annum (Level 08)
 : UThukela District
 : Qualifications: National Diploma/ Bachelor's Degree in Information Technology/ Computer Science/ Certified Novel Engineer/ Microsoft Certified System Engineer; 2-3 years' experience in Information Technology field. A Valid driver's licence. Knowledge: Public Sector; Public Service Regulations; In-depth knowledge of computer hardware and software; In-depth knowledge of operating systems and related topics; In-depth knowledge of network connectivity devices; Knowledge of fault logging system; Departmental objectives; Service delivery framework and service level agreement; Departmental business processes; Policy analysis. Skills: Communication; Project management; Problem solving; Decision making; Planning; Organizing; Interpersonal relationship; Language; Numeracy; Computer; Driving.
- DUTIES** : Provide network; server and desktop support services; Provide End-Users support (including fault resolution) Install and maintain software and hardware; Facilitate access to management information system; Monitor help desk services.
- ENQUIRIES** : Mr PM Mpanza (UThukela District) (036) 634 666
- POST 45/89** : **MONITORING OFFICER REF NO: DSD50/09/2018HO (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R242 475 per annum (Level 07)
 : Head Office
 : Qualifications: National Diploma/ Bachelor's Degree in Public Administration/ Management/ Monitoring and Evaluation; A valid driver's licence; 1-year experience in monitoring and evaluation/ quality assurance/ performance monitoring environment. Knowledge: Constitution of the Republic of South Africa; Public Service Act; Public Service Regulations; Public Finance Management Act; Treasury regulations; Service Delivery Frameworks Government-wide Monitoring and Evaluation System; Impact assessment; Provincial Growth and Development Plan; Skills: Analytical thinking; Organizing; Problem Solving communication; Computer literacy; Presentation; Interpersonal relations; Driving.
- DUTIES** : Implement a monitoring and evaluation Framework with regard to monitoring in the department and NPOs; Disseminate information on M&E outcomes; techniques; Processes and tools; Provide technical advice and support on the M&E framework to all relevant stakeholders; Produce and disseminate reports to relevant stakeholders.
- ENQUIRIES** : Mr RM Madlala Tel No: (033) 264 5419
- POST 45/90** : **PERSONAL ASSISTANT (X2 POSTS)**
- SALARY** : R242 475 per annum (Level 07)

<u>CENTRE</u>	:	Head Office: Quality Assurance Ref No: DSD51/09/2018QA Supply Chain Management Ref No: DSD52/09/2018SCM
<u>REQUIREMENTS</u>	:	Qualifications: National Diploma in Office Management/ Management Assistant. 3-5 years of experience in rendering a support service to senior management. Knowledge: Knowledge on the relevant legislation/policies/prescripts and procedures; Basic knowledge on financial administration. Skills/Core Competencies: Language; Good telephone etiquette; Computer literacy; Sound organizational; written communication; Numeracy.
<u>DUTIES</u>	:	Provide secretarial/ receptionist support service to the Director; Provide administrative support services; Provide support to the Director regarding meetings; Support the Director with the administration of the Directors budget; Study the relevant Public Service and Departmental prescripts/ policies and other documents.
<u>ENQUIRIES</u>	:	Mr RV Khoza (Quality Assurance) Tel No: 033 341 7907/ 8 Mr ND Mchunu (Supply Chain Management) Tel No: 033 897 9901
<u>POST 45/91</u>	:	<u>PROFESSIONAL NURSE (GRADE 1-3) REF NO: DSD24/09/2018ZAKH</u>
<u>SALARY</u>	:	R241 908 - R459 294 per annum
<u>CENTRE</u>	:	Zakhe CYCC
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree/National Diploma in Nursing; Registration with the South African Nursing Council (SANC) as a Professional Nurse; Proof of Current registration with the South African Nursing Council (SANC) as a Professional Nurse. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Nursing care process and procedures; Nursing Statutes; and other relevant legal frameworks; Nursing Act; Occupational Health and Safety Act; Patients' right Charter; Batho-Pele principles; Disciplinary Code and Procedure; Grievance Procedure; etc.; Employee Performance and Management System. Skills: Communication; Interpersonal relations; Report writing; Facilitation; Presentation; Problem solving; Analytical thinking; Self-disciplined; Organizing; Computer Literacy; Numeracy; Language.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical/quality patient care); Implement standards; practices; criteria and indicators for quality nursing (quality of practices); Practices nursing and health care in accordance with the Law and Regulations relevant to nursing and health care; Maintain a constructive working relationship with nursing and other stakeholders; Utilize human; material and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms N Phakathi Tel No: (031) 711 9956
<u>POST 45/92</u>	:	<u>COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1-3 (X7 POSTS)</u>
<u>SALARY</u>	:	R204 951- R409 137 per annum
<u>CENTRE</u>	:	Impendle Service Office (UMgungundlovu District) Ref No: DSD53/09/2018IMPEN Umzinto Service Office (UGu District) Ref No: DSD54/09/2018UMZ Chatsworth Service Office (EThekweni South District) Ref No: DSD55/09/2018CHARS Ndwedwe Service Office (ILembe District) Ref No: DSD56/09/2018INDW Lower Umfolozi Service Office (King Cetshwayo District) Ref No: DSD57/09/2018LOWER Newcastle Service Office (Amajuba District) Ref No: DSD58/09/2018NEWCA Glencoe Service Office (UMzinyathi District) Ref No: DSD59/09/2018GLEN
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree in Community Development / Development Studies; A Valid Driver's Licence. Knowledge: Public Service Act; Public Service Regulations; Batho-Pele principles; Knowledge and understanding of human behavior and social system and legislation to assist with interventions at the point where people interact with their environments in order to promote self-empowerments; Knowledge of community development work; skills; attitudes and values of communities; Ability and competence to coordinate community development structures and ability to manage projects; Ability to influence individuals and group to participate in their own self- empowerment; Understanding

of social dynamics of communities; Employee Performance and Management System. Skills: Computer literacy; Planning and organizing; Communication (verbal and written); Financial Management; Interpersonal; Presentation and facilitation; Monitoring and Evaluation; Project Management; Research; Report writing; Problem solving; Numeracy; Language; Driving.

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 relevant 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 : Ms ML Hlalukane (Impendle Service Office) Tel No: (033) 996 0414
 Ms NH Mkhize (Umzinto Service Office) Tel No: (039) 974 1108
 Ms NB Hoosen (Chartworth Service Office) Tel No: (031) 403 0917
 Ms VT Ndlovu Ndwendwe Service Office Tel No: (032) 533 5021
 Ms MN Memela (Lower Umfolozi Service Office) Tel No: (035) 787 6340
 Ms NV Ndlovu (Newcastle Service Office) Tel No: (034) 314 3070
 Ms AJ Madlabane (Glencoe Service Office) Tel No: 034 393 3190

POST 45/93 : **STAFF NURSE GRADE 1-3 REF NO: DSD60/09/2018NEWCA**

SALARY : R161 376 – R280 437 per annum
CENTRE : Newcastle School of Industries
REQUIREMENTS : Qualifications: Grade 12/ Senior Certificate; Certificate in Nursing; Registration with the South African Nursing Council (SANC) as an Enrolled Nurse; Proof of Current registration with the South African Nursing Council (SANC) as an Enrolled Nurse. Knowledge: Public Service Act; Public Service Regulations; Knowledge of nursing care process and procedures; nursing statutes; and other relevant legal frameworks; Nursing Act; Occupational Health and Safety Act; Patient' rights charter; Batho-Pele principles; Employee Performance and Management System. Skills: Communication; Interpersonal relations; Report writing; Facilitation; Presentation; Problem solving; Analytical thinking; Self-disciplined; Organizing; Computer Literacy; Numeracy; Language.

DUTIES : Implement basic residents care plans; Provide basic clinical nursing care; Maintain effective utilization of resource; Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms AP Mntambo Tel No: (034) 317 1254

POST 45/94 : **CHILD AND YOUTH CARE WORKER (X2 POSTS)**

SALARY : R132 729 – R176 796 per annum Grade 1-2
CENTRE : Newcastle CYCC Ref No: DSD61/09/2018NEWCYCC
 Newcastle School of Industries Ref No: DSD62/09/2018INDUSTR
REQUIREMENTS : Qualifications: National Diploma/Bachelor's Degree in Child and Youth Care Development; Registration with South African Council for Social Services Professions as a Child and Youth Care Worker; Proof of current Registration with the South African Council for Social Services Professions as Child Youth Care Worker. Knowledge: Public Service Act; Public Service Regulations; Batho-Pele principles; Development programmes; Clerical/Administrative procedures; Knowledge of the rules and procedures of the centre. Skills: Communication; Problem solving; Interpersonal relations; Organizing; Counselling; Computer literacy; Numeracy; Language.

DUTIES : Receive children and youth to the care facility after admission; Ensure that children/youth receive medical services; Assist with the implementation of planned activities; developmental therapeutic programmes; Engage in basic life space work to promote the development and care of children and youth; Perform administrative work relevant to the job.

ENQUIRIES : Ms IZ Dladla (Newcastle CYCC) Tel No: 034 317 3233
 Ms AT Mntambo (Newcastle School of Industries) Tel No: 034 317 1254

<u>POST 45/95</u>	:	<u>NURSING ASSISTANT GRADE 1-3 REF NO: DSD63/09/2018PRINCESSM</u>
<u>SALARY</u>	:	R124 788 – R216 861 per annum
<u>CENTRE</u>	:	Princess Mkabayi CYCC
<u>REQUIREMENTS</u>	:	Qualifications: Grade 12 /Senior Certificate; Certificate in Nursing; Registration with the South African Nursing Council(SANC) as an Auxiliary Nurse; Proof of Current registration with the South African Nursing Council (SANC) as an Auxiliary Nurse. Knowledge: Knowledge of nursing care processes and procedures; nursing statutes; and other relevant legal frameworks; Nursing Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles. Skills: Communication; Report writing; Interpersonal Relations; Facilitation skills; Computer literacy; Numeracy; Language.
<u>DUTIES</u>	:	Provide patients with physical care; Provide elementary clinical nursing care; Maintain professional growth/ ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms PN Ndlandla Tel No: (034) 314 3085

DEPARTMENT OF TRANSPORT

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

<u>APPLICATIONS</u>	:	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.
<u>CLOSING DATE</u>	:	23 November 2018 (at 16h00). Applications received after the closing date & time will not be considered.
<u>NOTE</u>	:	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 45/96** : **ARTISAN PRODUCTION GRADE A-C (MECHANICAL) REF NO: P36/2018**
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.
- SALARY** : R179 523- R307 197 per annum (OSD)
CENTRE : Area Office, Greytown
REQUIREMENTS : An appropriate Trade Test Certificate in Earth moving mechanic/ Construction plant mechanic/ Diesel mechanic plus possession of a valid driver's licence (Minimum code C1). Knowledge Skills, Training and Competencies Required: Technical analysis knowledge. Technical report writing knowledge. Knowledge of legal compliance. Knowledge of production process and skills. Knowledge of technical consulting. Problem solving and analysis skills. Decision making skills. Teamwork skills. Creativity skills. Self-management skills. Customer focus and responsiveness skills. Communication skills. Computer skills. Planning and organizing skills. The ideal candidate must be analytical, reliable, accurate, open, transparent, innovative and have integrity.
- DUTIES** : Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment according to job specifications and recognized standards. Quality assurance of produced objects .Maintenance: Inspect equipment and /or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assured serviced and maintained equipment and/or facilities. Perform administrative and related functions: Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record /register. Supervise and mentor staff. Maintain expertise: Continuous individual development to keep up with the new technologies and procedures.
- ENQUIRIES** : Mr MP Ntuli Tel No: 033-355 4400
FOR ATTENTION : Ms T Madlala
NOTE : It is the intention of this Department to consider equity targets when filling this position. The Successful candidate will be required to enter into a Performance Agreement.