

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS
The Department is an equal opportunity, affirmative action employer and is committed to empowering disabled people.



- APPLICATIONS** : Please forward the application quoting the reference number to the Chief Director: Human Resource Management and Development, Department of Co-operative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered to: 330 Langalibalele Street, Pietermaritzburg.
- FOR ATTENTION** : Mr LA Nyilenda
- CLOSING DATE** : 14 December 2018 (Applications received after this date will not be accepted).
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83) available from any Public Services Department and should be accompanied by a comprehensive CV together with certified copies of qualifications, driver's license and ID. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify candidates. Appointment is subject to a positive outcome obtained from the NIA to the following checks (Security Clearance, Qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should candidates not receive any response from us within three months of the closing date, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 47/89** : **CHIEF OPERATIONS OFFICER REF NO: 1/2018 (OHOD)**
- SALARY** : R1 446 378 per annum (All inclusive SMS Management Service package)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of a minimum postgraduate qualification or NQF level 8 as recognized by SAQA in Public Administration/ Business Administration/ Business Management coupled with 8-10 years' of experience at a senior managerial level within the public sector administration and service delivery operations environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must be in possession of all the senior management competencies, which are strategic capability and leadership; programme and project management; financial management; change management and people management and empowerment, sound knowledge and understanding of relevant legislations, awareness and understanding of legislation applicable to local government, the Public Sector And Traditional Institutions, sound coordination skills and performance management, decision making and problem solving skills, good communication skills (verbal & written), computer literacy in MS office, a valid code 8 drivers licence.
- DUTIES** : The successful candidate will be required to direct oversight over service delivery operations in the Department, with emphasis on the strategic operational performance of the departmental programmes as well as monitoring and evaluation, capacity building, and the management of special initiatives initiated as high priority, but falling outside the normal programmed business of the department. with the following key responsibilities:- develops, coordinates, monitor and evaluate strategies to accelerate service delivery of the province, coordinate monitoring, assessment, analysis and evaluation of the overall performance of the department, coordinate capacity building and training initiatives for the implementation by different programmes, coordinate and facilitate department's special initiatives, execute all functions as programme manager and ensure the effective utilization of resources.
- ENQUIRIES** : Mr. T Tubane Tel No: (033) 3952035

<u>POST 47/90</u>	:	<u>DIRECTOR: TRADITIONAL INSTITUTIONAL SUPPORT REF NO: 2/2018 (TRA)</u> Chief Directorate: Traditional Resource Administration Directorate: Traditional Institutional Support (Cluster 1)
<u>SALARY</u>	:	R1 005 063 (All inclusive SMS Management Service package)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	The ideal candidate must be in a possession of a minimum Bachelor's Degree or NQF level 7 as recognized by SAQA in Public Administration/ Business Administration/ Business Management coupled with 5 years' experience at a middle managerial level in an administrative/ traditional affairs environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: sound knowledge and understanding of relevant legislations and policies, knowledge of prescripts that guide public sector, knowledge of integrated approach to service delivery, knowledge of financial management and financial management prescripts that guide traditional councils, knowledge of programme management, understanding of traditional institution, planning, organising and controlling skills, team development and community development skills, decision making, presentation and leadership skills, research and networking skills, good communication skills (verbal & written), computer literacy in ms office, a valid code 8 drivers licence.
<u>DUTIES</u>	:	The successful candidate will be required to manage activities of the Traditional Houses with the following key responsibilities: manage and co-ordinate the financial planning, control and budget of Traditional Councils and Houses, manage and co-ordinate the financial planning, control and budget of Traditional Councils and Houses, ensure effective and efficient systems for traditional councils, provide an integrated financial administration services to the traditional institutions, ensure effective and efficient management of resources.
<u>ENQUIRIES</u>	:	Mr. S Gumede Tel No: (033) 8973833
<u>POST 47/91</u>	:	<u>DIRECTOR: MONITORING REF NO: 2/2018 (MESP)</u> Business Unit: Monitoring Evaluation and Strategic Planning Directorate: Monitoring
<u>SALARY</u>	:	R1 005 063 (All inclusive SMS Management Service package)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	The ideal candidate must be in a possession of a minimum Bachelor's Degree or NQF level 7 as recognized by SAQA in Monitoring and Evaluation or related field coupled with 5 years experience at a middle managerial level in a monitoring environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: knowledge of understanding relevant local government legislations, knowledge of project management, knowledge of information management, knowledge of monitoring and evaluation and implementation, knowledge of strategic planning & management, good planning skills, team development skills, decision making and problem solving skills, good communication skills (verbal & written), computer literacy in MS office, a valid drivers licence.
<u>DUTIES</u>	:	The successful candidate will be required to provide support to the Department implementation and management of monitoring and reporting with the follow key responsibilities, ensure the timeous submission of quality progress reports across the units of the department, facilitate information management; reporting and monitoring processes in the department and facilitate co-ordination and alignment between all spheres of government, provide assistance in ensuring validity and reliability of all data/ information reported in the quarterly progress reports and build capacity, provide input to national and provincial policy and legislative processes as well as structures regarding monitoring of public sector policies; programmes and projects, management of the units resources.
<u>ENQUIRIES</u>	:	Mr. S Gumede Tel No: (033) 8973833
<u>POST 47/92</u>	:	<u>DIRECTOR: EVALUATION REF NO: 3/2018 (MESP)</u> Directorate: Evaluation
<u>SALARY</u>	:	R1 005 063 (All inclusive SMS Management Service package)

CENTRE REQUIREMENTS : Pietermaritzburg
 : The ideal candidate must be in a possession of a minimum Bachelor's Degree or NQF level 7 as recognized by SAQA in Monitoring and Evaluation or related field coupled with 5 years' experience at a middle managerial level in a evaluation environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: knowledge of understanding relevant local government legislation, knowledge of project management, knowledge of information management, knowledge of monitoring and evaluation and implementation, knowledge of strategic planning & management, planning and team development skills, decision making and problem solving skills, good communication skills (verbal & written), a valid drivers licence.

DUTIES : The successful candidate will be required to co-ordinate and manage the report back and evaluation of performance of the Department with the follow key responsibilities, co-ordinate quarterly programme reviews of the programmes in the department, co-ordinate alignment of organisational performance against individual performance within the Department, facilitate external evaluation of all programme areas, provide input to national and provincial policy and legislative processes as well as structures regarding monitoring of public sector policies; programmes and projects, management of the units resources.

ENQUIRIES : Ms. A Sekhesa Tel No: (033) 3952638

POST 47/93 : **DIRECTOR: CAPACITY BUILDING STRATEGY REF NO: 2/2018 (CD)**
 Chief Directorate: Capacity Development
 Directorate: Capacity Building Strategy

SALARY CENTRE REQUIREMENTS : R1 005 063 (All inclusive SMS Management Service package)
 : Pietermaritzburg
 : The ideal candidate must be in a possession of a minimum Bachelor's Degree or NQF level 7 as recognized by SAQA in HRM/ HRD or related field coupled with 5 years' experience at a middle managerial level in a training and development environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: knowledge of understanding relevant legislations, knowledge of project management, knowledge of local government functioning, planning skills, team development skills, decision making skills and problem solving skills, Financial Management and strategic planning skills, good communication skills (verbal & written), a valid drivers licence.

DUTIES : the successful candidate will be required to provide leadership and vision for capacity development in the department by developing, implementing and maintaining sound capacity building strategy with the following key responsibilities: develop and implement capacity building strategy in line with the Five Year Local Government Strategic Agenda, develop executive courses for councillors, officials and traditional councils, assessment of scarce skills in all spheres of government, coordinate capacity building funding and ensure effective interventions, manage the resources of the directorate.

ENQUIRIES : Ms. H Khunoethe Tel No: (033) 3556343

OTHER POSTS

POST 47/94 : **DEPUTY DIRECTOR: CONDITIONS OF SERVICES AND RENUMERATION REF NO: 3/ 2018 (HRM & D)**
 Chief Directorate: Human Resource Management And Development
 Directorate: Human Resource Administration

SALARY CENTRE REQUIREMENTS : R697 011 per annum (All inclusive middle management service package)
 : Pietermaritzburg
 : The ideal candidate must be in a possession of a National Diploma or NQF level 6 as recognized by SAQA in Human Resource Management/Public Administration (Major in HR) coupled with 3 years experience at a junior managerial level in a human resource administration environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Excellent knowledge of the public service prescripts, legislations, policies and collective agreements relating to HRM, knowledge of practical demonstration of knowledge

in the key responsibility areas, knowledge of HR systems and their relation to other systems within the department, PERSAL knowledge, good language, listening skills, problem solving, decision making and presentation skills, good planning, organisational and project management skills, managerial skills, good communication skills (both written and verbal), computer literacy in Ms Office, a valid driver's license.

DUTIES : The successful candidate will be required to manage the conditions of service and remuneration matters of employees with the following key responsibilities: manage administration of service benefits and exit processes, manage administration of salaries benefits and allowances, manage and control the distribution of HR related documents and registry functions, provide training, advice and guidance on HR utilisation matters to clients, management of internal resources, HR, budget equipment etc.

ENQUIRIES : Mr. GN Dlamini Tel No: (033) 3952499

POST 47/95 : **DEPUTY DIRECTOR: FINANCIAL CONTROL REF NO: 1/2018 (TGF)**
Business Unit Traditional Governance and Finance
Directorate: Traditional Financial Management

SALARY : R697 011 per annum (All inclusive middle management service package)
CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in a possession of a minimum National Diploma or NQF level 6 as recognized by SAQA in Financial Management/ Accounting coupled with 3 years' junior management experience in a financial environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: knowledge of PFMA, treasury regulations and other applicable legislations, knowledge of financial planning, planning and project management skills, team development, decision making and problem solving skills, policy analysis and analytical skills, good communication skills (written and verbal), computer literacy in ms office, a valid driver's license.

DUTIES : The successful candidate will be required to provide integrated financial administration services to Traditional Councils/Houses with the following key responsibilities: manage the development and implementation of an innovative and standardised control system of TC revenue collection, banking, recording and reporting, ensure that the establishment and management of all TC trust or funds is in terms of the PFMA, manage the provision, safekeeping and distribution of face value forms for TCs, provide support to TC's in the management of investments, monitor and evaluates performance of Traditional Councils, ensure effective and efficient utilisation of resources.

ENQUIRIES : Mr. BW Ndlovu Tel No: (033) 3952570

POST 47/96 : **DEPUTY DIRECTOR: RAPID RESPONSE REF NO: 4/2018 (CDWPP)**
Chief Directorate: Community Development Worker and Public Participation
Directorate: CDWP and Rapid Response

SALARY : R697 011 per annum (All inclusive middle management service package)
CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in a possession of a minimum National Diploma or NQF level 6 as recognized by SAQA in Public Administration, Municipal Governance/ Law Enforcement, Social Sciences coupled with 3-5 years' junior management experience in local government. Related stakeholder coordination experience will be an added advantage. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: knowledge of relevant legislations, knowledge of all relevant enabling prescripts, knowledge of intergovernmental and functioning of municipalities, ability to articulate and implement the IGFA, ability to nurture relationships with strategic partners within and outside of government sector, planning and management skills, presentation and facilitation skills, conflict resolution and problem solving skills, team development and decision making skills, good communication skills (written and verbal), computer literacy in Ms Office, a valid driver's license.

DUTIES : The successful candidate will be required to ensure that service delivery problems are responded to timeously with the following key responsibilities:- ensure local

engagement prior and after service delivery protests, ensure that service delivery protests are responded to timeously, manage the rapid response service to areas that are pressure points and threatened by service delivery, protests within the district, oversee service delivery problems identification utilizing various systems, develop and implement policies, frameworks, guidelines and toolkits, management of resources.

- ENQUIRIES** : MS F Makhanya Tel No: 033 3556562
- POST 47/97** : **DEPUTY DIRECTOR: PROSECUTIONS REF NO: 1/2018 (MAG)**
Chief Directorate: Municipal Administration & Governance
Directorate: Municipal Investigations
- SALARY** : R697 011 per annum (All inclusive middle management service package)
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in a possession of a minimum Bachelors Degree or NQF 7 as recognized by SAQA in law or policing coupled with 3-5 years' junior management experience in prosecution of criminal and civil cases as well as National Security Clearance. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Extensive knowledge and understanding of the Criminal Procedure Act, prevention of Organised Crime Act, Public Service Act, law of evidence, the Municipal Finance Management Act And Local Government Legislations, interpretation and application of legislation and policy skills, decision making and problem solving, give evidence in criminal, civil proceedings or litigation and disciplinary enquiries and commissions of enquiry skills, communication skills (both written and verbal), computer literacy in Ms Office, a valid driver's license.
- DUTIES** : The successful candidate will be required to ensure implementation of forensic investigation recommendations within municipalities with the following key responsibilities: facilitate and coordinate criminal prosecutions, facilitate and coordinate civil recovery processes, facilitate and coordinate disciplinary matters, liaise with SAPS, National Prosecuting Authority and other law enforcement agencies, analyse trends and develop policies and guidelines.
- ENQUIRIES** : Mrs. S Govender Tel No: (033) 3556234
- POST 47/98** : **ASSISTANT DIRECTOR: BOOKEEPING REF NO: 3/2018 (F)**
Chief Directorate: Finance
Directorate: Financial Administration
- SALARY** : R356 289 per annum
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in a possession of a minimum National Diploma or NQF level 6 as recognized by SAQA in Financial Management/ Accounting coupled with 3 years management experience in a financial environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: knowledge of PFMA, DORA and other relevant legislations, knowledge of policy analysis and project management, planning and team development skills, decision making and problem solving skills, financial management and budget planning skills, knowledge of instruction notes and tax, knowledge of BAS (Basic Accounting System) And Persal, good communication skills (both written and verbal), computer literacy in MS Office, a valid driver's license.
- DUTIES** : the successful candidate will be required to provide and maintain an orderly and sound bookkeeping system for all financial transactions and the processing of interdepartmental claims with the following key responsibilities:- administer and maintain suspense accounts, debts and tax reconciliations, render banking management services, manage all interdepartmental claims, provide input to the annual financial statements of the Department.
- ENQUIRIES** : Ms. A Madlala Tel No: (033) 3953085
- POST 47/99** : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: 4/2018 (F)**
Directorate: Procurement
- SALARY** : R356 289 per annum

- CENTRE REQUIREMENTS** : Pietermaritzburg
 : The ideal candidate must be in a possession of a minimum National Diploma or NQF level 6 as recognized by SAQA in Public Administration, Financial Management or Supply Chain Management coupled with 3 years supervisory experience in supply chain management environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have:- sound knowledge of supply chain management, sound knowledge of PFMA, treasury regulations, SCM and other prescripts, functional knowledge of procurement, good planning, decision making and problem solving skills, ability to develop the unit into a team, numeracy skills, good communication skills (both written and verbal), computer literacy in MS Office, a valid driver's license.
- DUTIES** : the successful candidate will be required to manage and administer contracts in accordance with departmental policies and compliance with legislative requirements with the follow key responsibilities, ensure the monitoring of contract compliance, co-ordinate the monitoring, analysis and determination of actions to ensure proper contract administration, ensure administration support is provided for the component, manage risks and resolve disputes in a timely manner, provide advice, guidance and input to policy, procedures and guidelines for managing contracts, manage staff under your control.
- ENQUIRIES** : Mr. N Ludidi Tel No: (033) 3952167

DEPARTMENT OF HEALTH

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

OTHER POSTS

- POST 47/100** : **MEDICAL SPECIALIST – (GRADE 1, 2 AND 3) (PAEDIATRICS) REF NO: GS 68/18**
 Component: Paediatrics
- SALARY** : Grade 1: R1 051 368 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.
 Grade 2: R1 202 112 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.
 Grade 3: R1 395 105 per annum 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.
- CENTRE REQUIREMENTS** : Greys Hospital; PMB Metropolitan Hospital Complex
 : MBCHB OR equivalent qualification **Plus** FC Paeds (SA) OR equivalent Current Registration with Health Professions Council of South Africa as a Medical Specialist in Paediatrics OR as a registrar in Paediatrics. Those candidates who are still completing training time in their FINAL year of Registrar training may apply for the post on the understanding that appointment to the post can only be made after successful candidate/s have received registration from the HPCSA as a medical specialist in Paediatrician (independent practice). **Grade 1:** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist in Paediatrics (or equivalent). **Grade 2:** Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Paediatrics (or equivalent). **Grade 3:** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Paediatrics (or equivalent). Recommendation: Any experience as a Paediatrician will be an advantage. Sub-specialist qualifications in line with current disease burden and resources will be an advantage. Knowledge, Skills, Training and Competency Required: Specialist or Sub-specialist medical knowledge, skills & competence in paediatrics and child health or relevant sub-specialty. Current health and public service legislation, regulations and policy. Medical ethics,

epidemiology, research and statistics. Medical education training and experience. Research publications, research knowledge, skills & competence.

DUTIES : (Will cover clinical skills, performance, training, research and supervision & support). (Will cover clinical skills, performance, training, research and supervision & support). Participate in the provision of 24-hour in- and outpatient paediatric clinical care within the Pietermaritzburg Metropolitan Hospitals Complex (Grey's and/or Edendale Hospital) as deemed necessary for patient care. Generalist may work in sub-specialty areas, and vice versa, sub-specialist may work in generalist / other sub-specialty areas. Participate in the departmental Outreach program to the catchment area. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the supervision and support of registrars, medical officers, CSOs and interns in the department. Participate in the departmental academic and training programme/s, Assist with the administration of a component of the paediatric department in Pietermaritzburg. Participate in the departmental activities for the development and training of undergraduate, post graduate and vocational students, including joining the University of KwaZulu-Natal (UKZN) as a member of the Faculty of Health Sciences, School of Clinical Medicine, Department of Paediatrics & Child Health. Assist and participate in research activities as defined within the department.

ENQUIRIES : Dr BL Dhada Tel No: (033) 897 3264 / 87

APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X 9001, 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. 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 66/18. 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 : 07 December 2018

POST 47/101 : **PRINCIPAL NURSING COLLEGE (SINGLE NURSING CAMPUS) REF NO: BEN 1/2018**
Component: Benedictine Campus

SALARY : R902 550 per annum (an all inclusive package)

CENTRE : Benedictine Hospital

REQUIREMENTS : Senior Certificate/Grade 12 PLUS; Current registration (2018) with SANC as a General Nurse, Midwife/Accoucher PLUS; Post -basic qualifications in Nursing Education and Nursing Administration/ Nursing Management/Health Service Management registered with the South African Nursing Council PLUS; In possession of an unendorsed valid RSA Drivers Licence (PLUS; A minimum of 11 (eleven) years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing PLUS; At least 7 (seven) years of the above period must be recognizable experience in Nursing Education after obtaining post basic qualification in Nursing Education of which three (3) years must be relevant management experience in a Nursing Education Institution. Recommendations: Masters' Degree in Nursing. Basic Computer Literacy (certificate required). Knowledge, Skills and Experience: Possess knowledge of the relevant legislation, Acts, Prescripts and Policy Frameworks informing the area of operation. Have excellent communication skills (written & verbal) and presentation skills. In depth knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including

		evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring and evaluation. Sound conflict and decision making / problem solving skills. Willingness to travel. Good research and analytical skills. Good managerial and interpersonal skills.
<u>DUTIES</u>	:	Develops an integrated plan for all nurse training programmes in the Campus. Maintains all clinical records and reports of learners. Provides and manages all resources to facilitate learning and teaching. Maintains appropriate nursing standards based on current legislation and guidelines. Manages and controls the Campus Budget. Plans and implements theoretical and clinical instruction and evaluation of learners. Ensures control of discipline and deal with grievances in the Campus. Plans and implements student clinical accompaniment. Formulates and analyses policies and its enforcement. Monitors, evaluates and assesses Performance Management and Development of staff. Undertakes quality promotion programmes within the Campus. Develops reviews and implements the strategic plan of the Campus. Plans, facilitates and participates in Curriculum Development initiatives for the implementation of the New Nursing Qualifications. Plan, prepare and implement initiatives towards Campus accreditation for the New Nursing Programmes. Implement new nursing programmes. Liaises with relevant internal and external stakeholders on nursing education issues.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr EN Hlongwa (Vice Principal: KZN College of Nursing) Tel No: 033 264 7800
	:	applications must be forwarded to: The Registrar, Benedictine Nursing Campus, Private Bag X 5002, Nongoma, 3950
<u>FOR ATTENTION NOTE</u>	:	Mr. B Mnyandu
	:	Application for employment form Z83, which is obtainable from any Government Department OR from the website www.kznhealth.gov.za . Certified copies not more than 3 months of all original documents must be attached to your application form including: Identity document (RSA), highest educational qualifications, unendorsed valid driver's licence. Curriculum Vitae, Certificate(s) of service from previous employer(s). The Reference Number and Position for which you are applying as stated in the advert must be clearly indicated in the column provided on the form Z83. NB: Faxed and e-mailed applications will NOT be accepted. Copies of certified copies will disqualify candidates. Failure to comply with the above instructions will disqualify applicants. Please note, due to the large number of applications envisage to be received, applications 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 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). Please note that due to financial constraints, no S&T and resettlement claims will be considered for payment to candidates that are invited for interviews.
<u>CLOSING DATE</u>	:	07 December 2018
<u>POST 47/102</u>	:	<u>OPERATIONAL MANAGER (SPECIALTY) (ADVANCED MIDWIFERY) REF NO: OSI OM SPEC4/2018</u>
<u>SALARY</u>	:	R532 449 per annum. Other Benefit: 8% inhospitable area allowance, 13 th Cheque, medical aid (Optional) and housing allowance (employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Osindisweni Hospital
	:	Grade 12 (Standard 10).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 experience in nursing after registration as a Professional Nurse with SANC in General Nursing. One (1) year Post basic qualification in Diploma in Advanced Midwifery & Neonatal Nursing Science. At least 7 years of the period referred to above must be appropriate recognizable experience in the specific specialty after registration in the specific specialty. Proof of current year registration with SANC. Proof of work experience (Certificate of Service) from

previous and current employer endorsed and stamped by HR must be attached. Recommendation: Proof of Computer literacy. Degree/Diploma in Nursing Management. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care process and procedure, nursing and other relevant Legal Framework. Knowledge of labour relations. Knowledge and experience in implementation of Batho-Pele principles and patients, Rights Charter, Code of conduct. Financial and budgetary knowledge pertaining to the relevant resources under Management. Leadership, organizational decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of National Core Standards.

DUTIES : Coordination of optimal, holistic specialized nursing care within set standards and professional/legal framework. Ensure accurate and reliable statistics and report generated through the information management section. Monitor and evaluate the effectiveness of nursing staff development practices in the hospital against set standards with view to identify and address problem areas timeously. Ensure the effective efficient and economical use of all allocated resources, including human resources. Provision of the support to nursing service. Coordination of the provision of effective training and research. Maintain professional growth /ethical standard and self-development. Participate in all initiatives with an aim to achieve quality service provision. Ensure that units comply with National Core-standards, Batho-Pele principles to meet needs and demands of the clients. Strengthen implementation of MCWH Programme as per National guidelines. Participate in PPIP Programme. Assist with perinatal mortality review meetings.

ENQUIRIES : Ms P.P. Thusi (Deputy Manager Nursing) Tel No: 0325419250
APPLICATIONS : applications to be forwarded to: The Chief Executive Officer, Private Bag X15, Verulam, 4340

CLOSING DATE : 07 December 2018

POST 47/103 : **OPERATIONAL MANAGER (SPECIALTY) (FORENSIC PSYCHIATRIC WARD)**
REF NO: FNH 08/2018 (X1 POST)

SALARY : R532 449 –R599 274. Other Benefits: 13th cheque, Medical Aid (Optional), Home Ownership, etc (Employee must meet the prescribed requirements)

CENTRE : Fort Napier Hospital
REQUIREMENTS : Matric/Grade 12 Certificate. Degree/Diploma in General Nursing plus Post Basic qualification in Psychiatry (Advanced Psychiatry) with duration of at least one year and accredited with SANC in terms of Government Notice No R212. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council in General nursing of which 5 years must be appropriate /recognizable experience after obtaining post basic qualification in Psychiatry (Advance Psychiatric Nursing). Current S.A.N.C receipt (2018). Appropriate/ recognizable supervisory experience at a Unit level. (Attach proof from Supervisor) Proof of Experience endorsed by your HR (Certificate of Service) Good communication, leadership, interpersonal skills, conflict management and knowledge of labour relations and disciplinary process/procedures. Human Resource and financial management skills. Sound knowledge of disciplinary processes and grievance procedures. Knowledge of nursing care processes and procedures. Knowledge of Occupational Health and Safety, infection control, medical waste and risk assessment and Mental Health Care Act and team building and supervisory skills. Good communication, leadership, interpersonal and conflict management skills.

DUTIES : Manage and lead the unit in rendering efficient and professional nursing care as laid down by the Nursing Act. Engages in clinical assessment of Mental Health Care Users in a specialized psychiatric setting. Work effectively, co-operatively, amicably at supervisory level with person of diverse intellectual cultural racial or differences. Ensures provision of optimal, holistic, specialized care in accordance with laws and regulations relevant to nursing and health care in the Unit. Participates in training and research with a view to increase body of knowledge in a specialized psychiatric setting. Implement standards, practices, criteria and indicators for quality nursing practices. Maintain constructive working relationships with nursing and other stakeholders. Exercise control and account for expenditure

by managing and monitor utilization of human, financial and material resources. Manage the disciplinary and grievance matters including monitoring and managing for absenteeism in terms of laid down policies and procedures. Maintain professional growth/ethical standards and development of self and personnel, by analyzing their needs, formulating and implementing the training and developmental strategies and monitoring its effectiveness. Participate in performance reviews i.e. EPMDS. Participate in health promotion & illness prevention initiatives within the institution.

ENQUIRIES : Mrs. TN Ngcobo Tel No: 033 2604314
APPLICATIONS : applications must be forwarded to: The Human Resource Department: Fort Napier Hospital, PO Box 370, Pietermaritzburg, 3200 OR Hand Deliver, 01 Devonshire Road, Napierville, Pietermaritzburg, 3201

FOR ATTENTION : Mr N Majola
CLOSING DATE : 07 December 2018

POST 47/104 : **ASSISTANT MANAGER (PLANNING, MONITORING AND EVALUATION) REF NO: GS 66/18**
 Component: Office of the CEO

SALARY : R532 449 per annum, Plus 13th cheque, medical aid (Optional), home owners allowance, employee must meet the prescribed requirements.

CENTRE : Greys Hospital, Pietermaritzburg
REQUIREMENTS : Diploma / Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with SANC. A minimum of eight (8) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. At least three years of the experience referred to above must be appropriate/recognizable experience at management level. Certificate of Service endorsed by the Human Resource office must be attached. Recommendation: Planning, Monitoring and Evaluation experience in a Health Care environment will be an added advantage. A valid EB (08) drivers licence. Software applications: MS Office. Knowledge, Skills, and Experience: Knowledge of the legislative, policy and Monitoring & Evaluation Framework informing health service delivery. Knowledge of hospital quality assurance and infection prevention control practices. Knowledge of hospital functions and operations. Understand HR Policies and practices and staff relations. Ability to critically analyze complex information and to interpret that in relation to performance, health outcomes relevant to institution, and performance reports. Strong leadership. Planning and organizational skills. Advanced Project Management skills. Financial Management skills. Decision making skills. Ability to work independently and under pressure. Problem solving. High level of communication skills, both written and verbal. Computer skills. Human Resource Management Skills. Analytical skills and the ability to capture in concise reports. Advanced facilitation skills to manage consultation.

DUTIES : Administer an evidence results-based monitoring and evaluation system in the Institution as well as feeder facilities within the Provincial M&E Framework and monitor research activities in the Institution. Analyze data obtained from the source and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed Performance and other Reports. Ensure that Institutional Plans are in place and aligned with the District Health Plan. Ensure planning, M&E supports to all departments in the Institution as well as feeder facilities. Ensure the efficient and effective utilization of resources allocated to the component, inclusive of the development of staff. Ensure that quality control systems and plans are in place for use during inspection and auditing and to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws.

ENQUIRIES : Dr K B Bilenge Tel No: 033 897 3321
APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X 9001, 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. 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 66/18. 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). The successful candidate will report directly to the Office of the CEO.

- CLOSING DATE** : 07 December 2018
- POST 47/105** : **MEDICAL SPECIALIST (GRADE 1, 2, 3) ONCOLOGIST (SESSIONAL), 20 SESSIONS (HOURS) PER WEEK REF NO: GS 67/18 (X 2 POSTS)**
Component: Oncology
- SALARY** : Grade 1: R526 240 per annum
Grade 2: R601 120 per annum
Grade 3: R697 840 per annum
- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg
Minimum Requirements: MBChB or equivalent, FC RadOnc (SA) and / or MMED Current Registration with HPCSA as a Specialist Oncologist Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration as specialist with the Health Professions Council of South Africa. **Grade 1:** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. **Grade 2:** Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. **Grade 3:** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. Knowledge, Skills, Training and Competency Required: Sound knowledge of medical oncology, including appropriate and rational prescribing of chemotherapeutic agents and biologicals. In depth theoretical and practical understanding of radiotherapy including its prescription, contouring, plan evaluation and adjustments. Comprehensive understanding of palliative care and its application in oncology. Good clinical decision-making and communication skills. Ability to teach and supervise MOs and registrars in the clinics and at radiotherapy planning. Knowledge of basic ethical and academic research principles. Detailed and accurate patient record-keeping.
- DUTIES** : Control and management of clinical services as delegated by the Head of Department. Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Conduct and oversee out-patient specialist clinics (both new and follow-up) and provide expert opinion where required. Participate in multi-disciplinary teams. Prescribe radiotherapy, contour volumes, evaluation and revision of radiotherapy plans (definitive and palliative). Maintain satisfactory clinical, professional and ethical standards related to these services. Maintain necessary discipline over staff under his/her supervision. Provide teaching to medical officers and registrars related to delegated clinical services including radiotherapy planning and evaluation.
- ENQUIRIES APPLICATIONS** : Dr L Stopforth Tel No: 033 897 3222
Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200
- FOR ATTENTION NOTE** : Mrs. M. Chandulal
Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, 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 66/18. 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** : 07 December 2018
- POST 47/106** : **OPERATIONAL MANAGER REF NO: SAH 16/2018 (X1 POST)**
Branch: ST Andrews Hospital ARV Clinic: HAST Programme
- SALARY** : R420 318 per annum. Other Benefits: 13th cheque, 12 % rural allowance, home owners allowance (employee must meet prescribed requirements)
- CENTRE** : ST Andrews Hospital
- REQUIREMENTS** : Diploma / Degree in Nursing, Current registration with SANC as a General Nurse and Midwife. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programmes
- DUTIES** : To plan, organize and monitor the objectives of the unit in the consultation with subordinates. Provision of Quality Nursing Care through the implementation of National core standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilization and supervision of resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Coordinate optimal, holistic, specialised nursing care with set standards and within a professional / legal framework. Implementation and management of Infection Control and Prevention Protocols. Maintain accurate and complete patient records according to legal requirements. To participate in quality improvement programmes and Clinical Audits. Participate in staff, student and patient training. Monitor the implementation of EPMDS. Exercise control over discipline, grievance and labour relation issues according to the laid down policies and procedures. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients' Rights Principles. Implementation of programmes for prevention. Detection and treatment on non-communicable diseases and illnesses. Develop policies and protocols to improve triaging and resuscitation techniques. Monitor and improve emergency services rendered in the department.
- ENQUIRIES** : Mrs Mr Singh Tel No: 039-4331955 EXT 211
- APPLICATIONS** : all applications should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : African male and people with disability are encouraged to apply
- CLOSING DATE** : 07 December 2018
- POST 47/107** : **PROFESSIONAL NURSE SPECIALTY (PSYCHIATRY) GRADE 1 2 REF NO: ST 55/2018 (X4 POSTS)**
Component: 029823
- SALARY** : Grade 1: R362 559 per annum
Grade 2: R445 917 per annum
- CENTRE** : Stanger Hospital
- REQUIREMENTS** : **Grade 1:** A Diploma in General Nursing and Diploma in Midwifery plus Advanced Midwifery. Proof of registration with SANC (2018 receipt) A minimum of 4 years appropriate/recognizable experience after registration as a Professional Nurse

with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to the above must be appropriate/recognisable experience in the specific specialty after obtaining the one year Post – Basic qualification in Maternity. Attach proof of working experience endorsed by HR Department. Knowledge, Skills and Competencies Required: Knowledge of Nursing Care, Processes and Procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and Interpersonal Skills within the limits of the Public Sector Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a Team player.

DUTIES

: Provision of optimal, holistic specialised nursing care with set standards and within a Professional / legal framework. Provide holistic approach to patients' care according to the nursing process. Delegate duties and support staff in the execution of patients care. Participate in the nursing audits to evaluate nursing care given to patients. Effective utilisation of Human and material resources. Assist with relief duties of the supervisor and act as a junior shift – leader on both day and night shift. To assist Unit Manager / charge Nurse with the overall management of the ward. To promote team approach to patient care for the effective functioning of the unit. To promote good interpersonal relationships with patients, their relatives and visitors. To be accountable for nursing care in the ward in the absence of the Charge Nurse. Provide a safe, therapeutic and hygienic environment for the patient, visitors and staff. Maintain accurate & complete patients' records according to legal requirements. Participate in all hospital programs e.g. IPC, Quality Assurance etc. Participate in the implementation of clinical guidelines and protocols. Data management.

**ENQUIRIES
APPLICATIONS**

: Ms M. Stevens (Assistant Manager Nursing) Tel No: 032- 437 6072
 : Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, Stanger Hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street

**FOR ATTENTION
NOTE**

: Mr S. Govender
 : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. St/17/2018 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

CLOSING DATE

: 07 December 2018

<u>POST 47/108</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (ANTENATAL AND POSTNATAL) – GRADE 1 2 REF NO: ST 52/2018 (X1 POST)</u> Component: 029020
<u>SALARY</u>	:	Grade 1: R362 559 per annum Grade 2: R445 917 per annum
<u>CENTRE REQUIREMENTS</u>	:	Stanger Hospital A Diploma in General Nursing and Diploma in Midwifery plus Advanced Midwifery. Proof of registration with SANC (2018 receipt) A minimum of 4 years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to the above must be appropriate/recognisable experience in the specific specialty after obtaining the one-year Post – Basic qualification in Maternity. Attach proof of working experience endorsed by HR Department. Knowledge, Skills and Competencies Required: Knowledge of Nursing Care, Processes and Procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and Interpersonal Skills within the limits of the Public Sector Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a Team player.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/ legal frame. Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Ensure accurate record keeping for statistics purposes. Ensure adherence to principles of IPC practices in the unit. Assess and identify the relationship between normal physiological and specific system alterations associated with problems, disorders and treatment in pregnancy, labour, puerperium and neonates. Plan management according to identified problems. Implement plan of action in emergency situations according to protocols and guidelines. Evaluate the response to management. Participate in training, monitoring and research with a view to increasing the body of knowledge in the midwifery practice. Assist Doctors in Management of Obstetric Emergencies. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery.
<u>ENQUIRIES</u>	:	Mrs D.S Khanyezi (Assistant Manager Nursing O&G) Tel No: 032- 437 6040
<u>APPLICATIONS</u>	:	Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, Stanger Hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street
<u>FOR ATTENTION NOTE</u>	:	Mr S. Govender Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. St/17/2018 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons

with disabilities should feel free to apply for the post. Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

- CLOSING DATE** : 07 December 2018
- POST 47/109** : **CLINICAL NURSE PRACTITIONER (GRADE 1) (OUTREACH) REF NO: PCHC 06/2018 (X2 POSTS)**
- SALARY** : R362 559 per annum. Benefits: 13th Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)
- CENTRE** : KZN Health -Phoenix Community Health Centre
- REQUIREMENTS** : Senior certificate/Matric or equivalent plus Degree / Diploma in General Nursing, Midwifery plus one year post basic qualification in Primary Health Care. Proof of current registration with SANC as General Nursing and Primary Health Care (2018 receipt). A valid Drivers Licence (Code 08/Code10). Experience: Grade 1: A minimum of 4 years appropriate/ recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Certificate of service from current / previous employers stamped by HR must be attached: Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislation such as Nursing Acts, Mental Act, OH&S Act, Knowledge of nursing care processes and procedure, Batho Pele Principles and Patients Right Charter, Labour Relations Act, Grievance Procedure etc, Display a concern for patient, promoting and advocating proper treatment, Sound understanding of legislation and related ethical nursing practices within a primary health care environment, Report writing skills, Time management skills, Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal skills. Good sight of procedures and policies pertaining to nursing care, Ability to assist in formulation of patient care related policies.
- DUTIES** : Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined from a primary health care facility. Promote quality of Nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of diverse intellectual, culture race or religious differences. Plan and organise Health Promotion by addressing individual, family and health needs, raising the consciousness of health behaviour, enabling community mobilisation, participation and development for Health, by managing the Family Health Team members and ensuring an intergrated team approach to disease prevention through the municipality (Sukuma Sakhe), environmental health, social development and education system, and locally active Not for Profit Organisations. Managing the Family Health Team members and ensuring an intergrated team approach to disease prevention through the municipality (Sukuma Sakhe), environment health, social development and education system, and locally active Not for Profit Organisations. Develop and plan to provide health care interventions and systems to address home based management of prevalent conditions in the municipal ward to provide care in an integrated and comprehensive manner such as palliative care through the enrolled nurses, families and Community Care Givers, follow up neonatal care through Community Care Givers and nursing home visits, provide TB treatment (injections) to avoid long term admission to hospitals, and follow up of disabled persons to prevent deterioration. These activities include clinical work at clinics. Facilitate and assess development of capacity of the enrolled nurse and Community Care Givers to ensure compatibility with the National Health model for Ward based Outreach Teams, requiring care, food gardens, exercise for health groups. Lead the Family Health Team to develop and sustain support groups for Health activities such as breast feeding support groups, HIV positive persons support groups, support groups for families with intellectually challenged members, support groups for persons with mental illness, weight control groups, and physical activity groups. Ensure accurate community profiling in terms of health and appropriate health actions plans. Verify data collected by team members and compile submission to the Operations Manager. Facilitate monitoring and evaluation activities through

meetings and activities, direct supervision and performance appraisals, rapid community appraisals, analysis of clinic data, focus groups, and individual interviews or questionnaires.

- ENQUIRIES** : Mr MA Ndlovu (Deputy Manager Nursing) Tel No: 031-538 0808
- APPLICATIONS** : Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag X007, Mt Edgecombe 4300.
- FOR ATTENTION** : Ms H.S Khuzwayo
- NOTE** : Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website: www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy, Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 02/2018. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply
- CLOSING DATE** : 07 December 2018
- POST 47/110** : **CLINICAL NURSE PRACTITIONER- SCHOOL HEALTH (GRADE 1) REF NO: PCHC 05/2018 (X1 POST)**
- SALARY** : R362 559 per annum. Benefits: 13th Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)
- CENTRE** : KZN Health -Phoenix Community Health Centre
- REQUIREMENTS** : Senior certificate/Matric or equivalent plus Degree / Diploma in General Nursing, Midwifery plus one year post basic qualification in Primary Health Care. Proof of current registration with SANC as General Nursing and Primary Health Care (2018 receipt). A valid Drivers Licence (Code 08/Code10). Experience: Grade 1: A minimum of 4 years appropriate/ recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Certificate of service from current / previous employers stamped by HR must be attached: Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislation such as Nursing Acts, Mental Act, OH&S Act, Knowledge of nursing care processes and procedure, Batho Pele Principles and Patients Right Charter, Labour Relations Act, Grievance Procedure etc, Display a concern for patient, promoting and advocating proper treatment, Sound understanding of legislation and related ethical nursing practices within a primary health care environment, Report writing skills, Time management skills, Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal skills. Good sight of procedures and policies pertaining to nursing care, Ability to assist in formulation of patient care related policies.
- DUTIES** : Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined from a primary health care facility. Promote quality of Nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of diverse intellectual, culture race or religious differences. Conduct Health Assessment to targeted learners at schools. Administer vaccines at schools as per schedule. Mentor Schools until they attain the Health Promoting School status. Participate in Healthy Lifestyle activities at schools. Implement the "happy hour" at facility. Participate in Operation Sukuma Sakhe activities. Ensure proper utilisation and safe keeping of resources including vehicles. Trace all defaulters. Drive vehicle to and from the sites.
- ENQUIRIES** : Mr MA Ndlovu (Deputy Manager Nursing) Tel No: 031-538 0808
- APPLICATIONS** : Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag X007, Mt Edgecombe 4300.
- FOR ATTENTION** : Ms H.S Khuzwayo

NOTE : Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website: www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy, Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 02/2018. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply

CLOSING DATE : 07 December 2018

POST 47/111 : **PROFESSIONAL NURSE (SPECIALTY) (ADVANCED MIDWIFERY) REF NO: OSI PN SPEC ADM 5/2018**

SALARY : Grade 1: R362 559 per annum
Grade 2: R445 917 per annum
Other Benefit: 8% Inhospitable allowance, 13thCheque, housing allowance (Employee must meet prescribed conditions), Medical Aid (optional)

CENTRE : Osindisweni Hospital

REQUIREMENTS : Grade 12 (Standard 10) certificate. Degree/Diploma) in nursing that allows registration to General Nursing &Midwifery 1 year post basic qualification in the specialty i.e. Diploma in Advanced Midwifery & Neonatal Nursing Science Registration certificate with South African Nursing Council (SANC) Current SANC receipt. Proof of work experience (Certificate of Service) endorsed and stamped by HR must be attached. **Grade1:** Experience: a minimum of 4 years' appropriate/recognizable experience in Nursing after registration as a Professional Nurse. **Grade 2:** a minimum of 14 years' experience in nursing after registration as a Professional Nurse with SANC in General Nursing at least 10 years of the period referred to above must be appropriate /recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. Knowledge, Skills, Competencies Required: Knowledge of Public Services Acts, regulation and policies. Knowledge of SANC rules and regulations. Knowledge of nursing care processes and procedure, nursing statutes and other relevant legal framework. Good communication, verbal, leadership, interpersonal, problems solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele principles and patient's Rights Charter, Code of Conduct. Team building and diversity Management skills.

DUTIES : Effective management of patients, display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients need, requirements and expectations. Provision of quality services through setting of standards, policies and procedures. Maintain in the implementation of National Priorities clinical guidelines, protocols. Maintain accurate and complete patients records according to legal requirements. Exercise control over disciplines, grievances and labour relations issues. Promote good working relationships among staff and patients. Assist in supervision and development of all Nursing staff, Reduction of Maternal and Child Mortality and Morbidity rate. Ensure effective participating in all hospital programs i.e. PPIP, PMTCT, CARMA MBFHI, ESMOE, etc. Be able to manage neonates from birth.

ENQUIRIES : Ms P.P. Thusi (Deputy Manager Nursing) Tel No: 0325419250

APPLICATIONS : applications to be forwarded to: The Chief Executive Officer, Private Bag X15, Verulam, 4340

CLOSING DATE : 07 December 2018

POST 47/112 : **PROFESSIONAL NURSE: SPECIALTY REF NO: SAH 17/2018 (X1 POST)**

SALARY : Grade 1: R362 559 per annum
Grade 2: R445 917 per annum
Other Benefits: 13th cheque, 12% rural allowance, home owners allowance (employee must meet prescribed requirements), medical aid (optional)

<u>CENTRE REQUIREMENTS</u>	: St Andrews Hospital: Maternity : Grade 1: Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Advanced Midwifery and Neonatal Nursing Science. Grade 2: Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience in the specific specialty, after obtaining the one year post basic qualification in the relevant specialty. Current registration with SANC as a General Nurse, Midwifery and Advanced Midwifery and Neonatal Nursing Science. Skills: Knowledge of nursing care and processes and procedures. Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients rights charter.
<u>DUTIES</u>	: Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDs as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment.
<u>ENQUIRIES APPLICATIONS</u>	: Mrs Mr Singh Tel No: 039-4331955 EXT 211 : all applications should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.
<u>FOR ATTENTION NOTE CLOSING DATE</u>	: Human Resource Manager : African male and people with disability are encouraged to apply : 07 December 2018
<u>POST 47/113</u>	: <u>PROFESSIONAL NURSE (SPECIALTY) REF NO: SAP 19/2018</u>
<u>SALARY</u>	: Grade 1: R362 559 – R420 318 per annum plus 13th Cheque, Rural Allowance, Medical Aid (Optional), Housing allowance (Employee must meet prescribed Requirements) Grade 2: R445 917 – R548 436 per annum plus 13th Cheque, Rural Allowance: Medical Aid (Optional), Housing allowance (Employee must meet prescribed Requirements)
<u>CENTRE REQUIREMENTS</u>	: St Apollinaris Hospital : Senior Certificate (Grade 12) or equivalent qualification PLUS; Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Diploma or Degree in General Nursing and Midwifery. A Post Basic Nursing qualification in Child Nursing Science with duration of at least one year accredited with SANC. Current registration with SANC as General Nurse, Midwifery and Child Nursing Science. Grade 1: Experience: A minimum of four (4) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nurse with Post basic qualification in Child Nursing Science. Grade 2: A minimum of fourteen (14) years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which at least ten (10) years of the period referred to above must be appropriate or

recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in Child Nursing Science. Skills: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. A sound knowledge of the Provincial Health Act of 2000, Nursing Act, Occupational Health and Safety Act of 1995.

DUTIES : Co-ordinate optimal, holistic, specialized nursing care with set standards and within a professional/legal framework. Ensure availability of policies and ward manuals e.g. SANC rules and regulations, procedures, infection control and disaster manual. Complete patient related data and partake in research. Ensure recording of all interventions conducted on the patients. Ensure that clients are cared for in a safe and therapeutic environment. Monitoring of negative indicators i.e. needle stick injuries, patient complaints. Assist in planning and co-ordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Ensure and monitor the availability, adequately and optimum utilization of all resources. Assist in orientation, induction and mentoring of all nursing staff and orientation of other staff. Provide effective management and professional leadership by ensuring that the unit is organized to provide quality nursing care. Coach and appraise staff at all levels and be able to solve problems.

ENQUIRIES : should be directed to: Mrs NC Ngubo Tel No: (039) 833 8113/8000
APPLICATIONS : Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag X206, Creighton, 3263, Hand delivered applications may be submitted to Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.

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

CLOSING DATE : 07 December 2018

POST 47/114 : **PROFESSIONAL NURSE SPECIALTY GRADE 1/2 REF NO: HRM 54/2018 (X1 POST)**
 Directorate: Trauma Medical and Surgical

SALARY : Grade 1: R362 559 – R420 318 per annum
 Grade 2: R445 917 – R548 436 per annum
 Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.

CENTRE : King Edward VIII Hospital

REQUIREMENTS : Matric/Senior Certificate or equivalent qualification, degree / Diploma in General Nursing, registration with S.A.N.C. as a General Nurse and Specialty Nurse, one year Post Basic registration Degree/Diploma in Trauma plus 4 years appropriate / recognizable registration experience as a General Nurse, proof of current registration with SANC. **Gr. 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse Plus one year post basic qualification in Trauma Specialty. **Gr.2:** A minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification (Specialty) in Trauma. Recommendation: Computer Literacy. Knowledge, Skills, Training, and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, good communication skills-verbal and written, co-ordination and liaison skills, problem solving skills.

DUTIES : Assist in planning/organizing and monitoring of objectives of the specialized unit, provide a therapeutic environment for staff, patients and public, provide comprehensive, quality nursing care, provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level, demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, assist with allocation/change list, day and night duty rosters and inputs for leave, assist in record keeping and provide statistical information on training and staffing, to assist in EPMDS evaluation of staff and implement EAP, assist in orientation, induction and monitoring of all nursing staff, to complete patient related data and partake in research, promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty, to assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift, to partake in overall specialized unit functions, i.e. team building, effective and efficient management of all resources, liaise with professional Nurse in charge in Medical Emergency Unit, allocation of Staff within the Directorate on rotational basis, to nurse a critically ill patient who is ventilated, on oxylog and on continuous monitoring, to nurse all types of patients regardless of diagnoses according to disease profile within the directorate, to nurse a paediatric ventilated/ medical patient for close monitoring, to lead in resuscitation of critical patients, to be well versed with labour relations procedures, to be well versed with disaster management procedures, to implement national core standards and formulate quality , improvement plans and projects to improve quality of care., to be knowledgeable about management of risks in a trauma unit and forensic nursing.

ENQUIRIES : Mr. B.B. Khoza Tel No: 031 360 3026

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

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

<u>CLOSING DATE</u>	:	07 December 2018
<u>POST 47/115</u>	:	<u>PROFESSIONAL NURSE SPECIALTY GRADE 1& 2 REF NO: HRM 55/2018 (X2 POSTS)</u> Directorate: Department of ICU
<u>SALARY</u>	:	Grade 1: R362 559 – R420 318 per annum Grade 2: R455 917 – R548 436 per annum
<u>CENTRE REQUIREMENTS</u>	:	King Edward VIII Hospital (KEH) Degree / Diploma in General Nursing. Registration with S.A.N.C. as a General Nurse and Specialty Nurse. One year Post Basic registration Degree/Diploma in Critical Care/Nephrology plus 4 years appropriate / recognizable registration experience as a General Nurse. Proof of current registration with SANC. Certificate of service endorsed by HR as a proof of experience. Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as professional nurse with SANC in general nurse. Plus one year post basic qualification in ICU or Nephrology specialty. Grade 2: Experience: Minimum of 14 years appropriate/recognizable experience in Nursing after registration as professional nurse with SANC in general nursing, of which 10 years must be appropriate/ recognizable experience in the ICU or Nephrology specialty. Recommendation: Computer Literacy. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework. Good communication skills-verbal and written. Co-ordination and liaison skills. Problem solving skills.
<u>DUTIES</u>	:	Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality nursing care. Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital. Assist with allocation/change list, day and night duty rosters and inputs for leave. Assist in record keeping and provide statistical information on training and staffing. To assist in EPMDS evaluation of staff and implement EAP. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty. To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift. To partake in overall specialized unit functions, i.e. team building. Effective and efficient management of all resources. Liaise with professional Nurse in charge in surgical high care/renal unit. Allocation of Staff within the Directorate on rotational basis. To nurse a critically ill patient who is ventilated, on hemodialysis and on continuous veno venous hemodialysis. To nurse all types of patients regardless of diagnoses according to disease profile within the directorate. To nurse a paediatric ventilated/ high care patient in ICU for close monitoring. Maintain professional growth/ethical standard and self-development. Haemodialysis of patients within the facility (King Edward viii Hospital).
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. BB Khoza Tel No: (031) 360 3026 hand delivered applications should be posted in to the red box marked "applications" next to the ATM in the administration building OR posted to Human Resource Manager, King Edward VIII Hospital, 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 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. African male and people with disability are encouraged to apply

- CLOSING DATE** : 07 December 2018
- POST 47/116** : **PROFESSIONAL NURSE SPECIALTY GRADE 1/2 REF NO: HRM 56/2018 (X2 POSTS)**
Directorate: Nephrology
- SALARY** : Grade 1: R362 559 – R420 318 per annum
Grade 2: R445 917 – R548 436 per annum
Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.
- CENTRE** : King Edward VIII Hospital
- REQUIREMENTS** : Matric/Senior Certificate or equivalent qualification, Degree / Diploma in General nursing, registration with S.A.N.C as a General Nurse and Specialty Nurse, one year Post Basic registration Degree/Diploma in Trauma plus 4 years appropriate / recognizable registration experience as a General Nurse, proof of current registration with SANC. **Gr. 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse Plus one year post basic qualification in Trauma Specialty. **Gr.2:** A minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification (Specialty) in Trauma. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, good communication skills-verbal and written, Co-ordination and liaison skills, problem solving skills. Recommendation: Computer Literacy.
- DUTIES** : Assist in planning/organizing and monitoring of objectives of the specialized unit, provide a therapeutic environment for staff, patients and public, provide comprehensive, quality nursing care, provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level, demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, assist with allocation/change list, day and night duty rosters and inputs for leave, assist in record keeping and provide statistical information on training and staffing, to assist in EPMDS evaluation of staff and implement EAP, assist in orientation, induction and monitoring of all nursing staff, to complete patient related data and partake in research, promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty, to assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift, to partake in overall specialized unit functions, i.e. team building, effective and efficient management of all resources, liaise with professional Nurse in charge in Medical Emergency Unit allocation of Staff within the Directorate on rotational basis, to nurse a critically ill patient who is ventilated, on oxylog and on continuous monitoring, to nurse all types of patients regardless of diagnoses according to disease profile within the directorate, to nurse a paediatric ventilated/ medical patient for close monitoring, to lead in resuscitation of critical patients, to be well versed with labour relations procedures, to be well versed with disaster management procedures, to implement national core standards and formulate quality improvement plans and projects to improve quality of care, to be knowledgeable about management of risks in a trauma unit and forensic nursing.
- ENQUIRIES** : Mr. BB 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 :

07 December 2018

DEPARTMENT OF TRANSPORT

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

APPLICATIONS :

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

FOR ATTENTION :

Ms T Gigaba

CLOSING DATE :

07 December 2018 (at 16h00). Applications received after the closing date & time will not be considered.

NOTE :

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

(in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill this post(s).

OTHER POST

POST 47/117 : **CHIEF PROVINCIAL INSPECTOR REF NO: P 37/2018**
 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 : R444 693 per annum
CENTRE : RTI Vryheid
REQUIREMENTS :

A relevant tertiary qualification (3-year Diploma/Degree in a Management or law field – NQF 6); plus a Basic Traffic Officer’s Diploma; plus 3-5 years’ supervisory experience in a Traffic Law Enforcement field; plus 7-10 years’ working experience in Traffic Law Enforcement field; plus All valid relevant driving licences (A and EC); plus Valid Peace Officer’s Certificate; plus No criminal record. Knowledge, Skills, Training and Competencies Required: Extensive knowledge of Traffic Management policies and regulations. Knowledge of relevant legislations and traffic management regulations. Knowledge of vehicle inspections / impoundment. Knowledge of driving skills. Records and resource management skills. Customer relationship management skills. Planning, organizing, leadership, controlling and monitoring skills. People Management skills. Service delivery, communication and decision-making skills. Results and quality management skills. Problem solving skills. Innovation/continuous improvement skills. Analytical skills. Computer literacy. Negotiation and initiative skills. Project management, mentoring and coaching skills.

DUTIES : Manage the implementation of operational law enforcement plan: Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station / centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station / centre management and facilitate the development of and participation in a centre strategic / operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Management of service delivery improvement: Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centres. Manage and ensure effective external community communication and liaise with local Community Police Forums. Ensure that Testing Centre Stations (TCS) are operating optimally. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers thereof are filed properly and kept up to date at all times. Management of Human Resources: Manage grievances according to prescribed procedures. Facilitate at least one team building activity per quarter for the centre. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training program and monitor formal training needs of the unit. Manage performance of staff. Financial Management: Monitor monthly expenditure and inspection reports from the Province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings. Document overtime planning based on priorities. Participate in budget planning as required by the Province. Respond to requests from head office regarding outstanding financial queries within provided time limit. Ensure effective and efficient Asset Management: Monitor vehicle costs for station

/ centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that gets lost and put measures in place to deal with it. Manage assets as per inventories of station / centre.

ENQUIRIES

:

Mr VK Chetty Tel No: 033-355 8880/8071

NOTE

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It is the intention of this Department to consider equity targets when filling this position. Short-listed candidates may be required to undergo a competency-based test. The Successful candidate will be required to enter into a Performance Agreement.