

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF ARTS AND CULTURE**

- APPLICATIONS** : Applications quoting the relevant reference should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or Physical Address: 171 Boshoff Street, Pietermaritzburg, 3200.
- FOR ATTENTION** : Mrs NIS Mbhele
- CLOSING DATE** : 14 December 2018
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office), which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver's license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo competency assessment as per DPSA directives.

MANAGEMENT ECHELON

- POST 48/258** : **CHIEF FINANCIAL OFFICER – FINANCIAL MANAGEMENT REF NO: DAC 73/18**
[Re- advertisement]
- SALARY** : R1 189 338 - R1 422 012 per annum (Level 14) (All-inclusive package)
- CENTRE** : Head Office, Pietermaritzburg
- REQUIREMENTS** : An appropriate Bachelor's Degree [NQF7] in Financial Management / Auditing /Commerce, or an appropriate equivalent qualification, coupled with a minimum of eight [8] years experience in Finance, five [5] of which should be at an SMS/ CFO level. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Professionalism, good work ethics, honesty, reliability and team work. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Knowledge of Treasury Regulations, PFMA, Risk Management, Internal Auditing and Supply Chain Management policies. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.
- DUTIES** : Manage the development, implementation and maintenance of effective, efficient and sound financial management systems in the department. Manage the implementation and maintenance of effective internal control and compliance

systems. Manage the provision of effective supply chain and asset management services. Ensure the development, reviewal and implementation of financial management policies to ensure effective /optimal use of finances and accountability thereof. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES : Mr NP Chonco Tel No: [033] 264 3400

OTHER POSTS

POST 48/259 : **DEPUTY DIRECTOR**

SALARY : R826 053 – R973 047 per annum (Level 12) (All-inclusive package)
CENTRE : Northern Regional Office, Ulundi: Uthungulu District Ref No: DAC 75/18; Zululand District Ref No: DAC76/18 [Re- advertisement]
Western Regional Office- Ladysmith: Amajuba District Ref No: DAC 77/18 [Re-advertisement]

REQUIREMENTS : An appropriate Bachelor's Degree/ three [3] year National tertiary qualification in Fine Arts, Arts and Drama, Creative Arts or an appropriate equivalent qualification, coupled with a minimum of five [5] years relevant experience, three [3] of which should be at a Managerial level/ Assistant Director and a proven track record experience in Arts and Culture. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Knowledge of PFMA. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication skills (written and verbal). Valid code 8/EB driver's license.

DUTIES : Manage the implementation of developmental programmes for the creative industry (visual and performing) as well as business developmental programmes for artists. Manage and implement social cohesion programmes, moral regeneration, indigenous knowledge system and culture advancement programmes. Manage translation services and literature development programmes. Provide support to arts and culture structures. Manage the functioning and implementation of programmes in arts and culture, cultural organizations and cultural institutions. Manage all resources allocated within the District. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES : Uthungulu and Zululand District - Ms JPR Nxumalo Tel No: [035] 870 8447
Amajuba District – Dr NF Biyela Tel No: [036] 6377978

POST 48/260 : **SENIOR LEGAL ADMINISTRATION OFFICER – LEGAL SERVICES REF NO: DAC 74/18**
[Re- advertisement]

SALARY : R725 487 – R1 084 437 per annum [MR6] (All-inclusive package)

CENTRE : Head Office, Pietermaritzburg

REQUIREMENTS : An appropriate four [4] year legal qualification, LLB or an appropriate equivalent qualification, coupled with a minimum of eight [8] years in the legal profession, two [2] of which should be at a managerial level. Sound knowledge of applicable legislation, constitutional law, law of contracts, administrative law and interpretation of statutes. Professionalism, good work ethics, honesty, reliability and team work. Ability to work independently, yet function optimally as part of a dynamic. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.

DUTIES : Manage litigation cases affecting the Department. Implement the legislative drafting program emerging from the rationalization program. Provide general legal

advice. Implement systems that promote legal compliance. Edit departmental policies. Draft departmental contracts. Manage and monitor departmental contracts in accordance with CMP [Contract Management Plan]. Manage all resources allocated to the Directorate. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).
Adv. N Khamba –Ngunuza Tel No: [033] 264 3400

ENQUIRIES

POST 48/261

DEPUTY DIRECTOR – INFORMATION TECHNOLOGY REF NO: DAC 78/18

SALARY

CENTRE

REQUIREMENTS

R697 011 - R821 052 per annum (Level 11) (All-inclusive package)
Head Office, Pietermaritzburg
An appropriate National Diploma / Degree in IT or Computer Science related field, coupled with a minimum of five [5] years relevant experience, three [3] of which should be at a Managerial level/ Assistant Director. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Knowledge of PFMA. Computer literacy [Computer operation/ network]. Knowledge of E-governance and Communication policy. Good communication skills (written and verbal). Valid code 8/EB driver's license.

DUTIES

Manage development of efficient and effective IT systems and implementation of e- governance for the department through the development of information technology enabler policies and strategies, standards, norms, guidelines, best practices and procedures. Manage IT related business solutions in support of the department's service delivery plan, information technology plan and operational plans to give effect to the strategic direction and management plans of the department. Manage relationships through proper control of Business Agreements [BA] and Service Level Agreements [SLA's] with SITA and /or other suppliers of information management and information technology goods and service. Create an enabling environment [technologies] for the department to be able to perform more effectively and efficiently. Manage the provisioning of IT service help desk support services. Manage the administration of the department's network systems. Manage all the resources allocated to the Sub- directorate. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES

Mr L Mtshali Tel No: [033] 264 3400

POST 48/262

ASSISTANT DIRECTOR: COMMUNICATION SERVICES REF NO: DAC 79/18

SALARY

CENTRE

REQUIREMENTS

R356 289 – R430 389 per annum (Level 09)
Head Office, Pietermaritzburg
An appropriate 3 year tertiary qualification in Communication/Journalism/ marketing field, coupled with a minimum of three – five (3-5) years relevant experience in communication environment. Knowledge of legislation related to the Department and to the post. Knowledge of project management, planning and organizational skills Good communication (written and verbal) skills. Good interpersonal relations skills. Critical analysis and research skills. Problem Solving, negotiation/ Consultation and Presentation skills. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.

DUTIES

Develop internal communications strategies for the department. Coordinate and manage the Department's internal external communication publications i.e newsletter. Generate and maintain departmental website, intranet, extranet and social media content. Create and maintain relationships with media houses. Manage the Department's social media platforms e.g twitter feed, facebook account etc. Manage all the resources allocated to the Sub- directorate. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES

Mr L Mtshali Tel No: [033] 341 3600

<u>POST 48/263</u>	:	<u>PERSONAL ASSISTANT TO THE DIRECTOR</u>
<u>SALARY</u>	:	R242 475 - R285 630 per annum (Level 07)
<u>CENTRE</u>	:	Head Office, Pietermaritzburg Ref No: DAC80/18 Northern Region, Ulundi Ref No: DAC81/18
<u>REQUIREMENTS</u>	:	Secretariat Diploma, or an appropriate equivalent qualification, coupled with a minimum of three – five [3 –5] years relevant experience. Good telephone etiquette. Sound organizational skills. Good interpersonal skills. High level of reliability and confidentiality. Basic knowledge of PFMA. Knowledge of the relevant legislation, policies, prescripts and procedures. Ability to do research and analyze documents and situations. Good communication (written and verbal) skills. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.
<u>DUTIES</u>	:	Provide secretarial/receptionist support services to the Director. Provide support services to the Director regarding meetings. Render support services to the Director with the administration of the budget, including the compilation of commitment registers. Organize the Director's diary. Render general office management. Render registry services in office of the /Director. Acknowledge correspondence and type documents for the Director. Study the relevant Public Service and Departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Head Office: SCM- Mr G Ngcobo Tel No: [033] 264 3400 Northern Regional Office, Ms JPR Nxumalo Tel No: [035] 870 8447
<u>POST 48/264</u>	:	<u>SYSTEMS DEVELOPER– INFORMATION AND COMMUNICATION TECHNOLOGY, HEAD OFFICE, PIETERMARITZBURG REF NO: DAC8218</u>
<u>SALARY</u>	:	R242 475 - R285 630 per annum (Level 07)
<u>CENTRE</u>	:	Head Office, Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate three [3] year National Diploma/ Degree in IT, coupled with a minimum of one-two [1-2] years relevant experience. Certificate in Web Management is an added advantage. Good strategic communication skills. Good interpersonal skills. High. Knowledge of the relevant legislation, policies, prescripts and procedures. Knowledge of design, print and writing. Knowledge of e-governance and Communication policy. Good communication (written and verbal) skills. Computer Literacy in Web design packages. Knowledge of project management, presentation, report writing, planning and organizational skills. Valid code 8/EB driver's license.
<u>DUTIES</u>	:	Undertake the planning of the site [intranet and internet] design by developing an effective systems design functionality. Design and install a protection system that ensures optimal protection of departmental web assets. Undertake research and keep abreast with latest technologies. Maintain site functionality by installing and configuring server software. Provide advice and guidance.
<u>ENQUIRIES</u>	:	Mr L Mtshali Tel No: [033] 264 3400
<u>POST 48/265</u>	:	<u>SERVICE DESK OFFICER– INFORMATION AND COMMUNICATION TECHNOLOGY, HEAD OFFICE, PIETERMARITZBURG REF NO: DAC83/18</u>
<u>SALARY</u>	:	R242 475 - R285 630 per annum (Level 07)
<u>CENTRE</u>	:	Head Office, Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate three [3] year IT tertiary qualification and ITIL V3, coupled with a minimum of three- five [3-5] years experience in IT Service Desk environment. Good interpersonal skills. Knowledge of the relevant legislation, policies, prescripts and procedures. Knowledge of IT Policy. Knowledge of IT related skills. Good communication (written and verbal) skills. Computer Literacy in Web design packages. Knowledge of project management, presentation, report writing, planning and organizational skills. Valid code 8/EB driver's license.
<u>DUTIES</u>	:	Oversee aspects of the requests, incidents and problems. Train, coach and mentor service desk staff in relation to service desk standards. Provide data and reporting of KPI's and trends to IT department and others as needed. Oversee solutions repository and ensure top quality solutions are available to the staff. Manage

process for communicating Outage/emergency activities to the organization. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS)
Mr L Mtshali Tel No: [033] 264 3400

ENQUIRIES :

POST 48/266 :

CYBERCADET – NORTHERN REGIONAL OFFICE-MBAZWANE LIBRARY REF NO: DAC84/18

SALARY :

R163 563 – R192 666 per annum (Level 05)

CENTRE :

Northern Regional Office, Mbazwane

REQUIREMENTS :

Standard 10/ Grade 12 Certificate or an appropriate equivalent certificate plus Comp Tia Accredited A+, coupled with a minimum of six [6] months relevant experience. Good communication (written and verbal) skills. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.

DUTIES :

Provide advice to Library users on the use of the Information and Communication Technology [ICT]. Conduct ICT training for public library users and ensure that ICT hardware, software and network connectivity are maintained. Ensure adherence to ICT policies and guidance. Provide support to the Librarian on the usage of ICT.

ENQUIRIES :

Ms Z Mdletshe Tel No: [035] 571 6200

POST 48/267 :

GENERAL WORKER – SKINNER CAMP REF NO: DAC85/18
[Re-advertisement]

SALARY :

R96 549 - R113 730 per annum (Level 02)

CENTRE :

Southern Regional, Pietermaritzburg

REQUIREMENTS :

Standard 8/ABET certificate or an appropriate equivalent qualification/ certificate. General knowledge of utilizing cleaning equipment. Knowledge of occupational health and safety measures. Basic communication [written and verbal] skills. Ability to perform physically demanding duties.

DUTIES :

Clean the buildings. Maintain houses. Maintain laundry.

ENQUIRIES :

Mrs HC Gumede Tel No: [033] 345 3171

DEPARTMENT OF HEALTH

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

OTHER POSTS

POST 48/268 :

MEDICAL SPECIALIST REF NO: ST 29/2018 (X2 POSTS)
Component: O & G

SALARY :

Grade 1: R1 051 368 per annum all – inclusive package + a fixed commuted overtime & 18% inhospitable allowance.

Grade 2: R1 202 112 per annum all- inclusive package + fixed commuted overtime & 18% Inhospitable Allowance.

Grade 3: R 1 395 105 per annum all- inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance.

CENTRE :

Stanger Hospital

REQUIREMENTS :

Grade 1: A tertiary qualification (MBCHB) or equivalent), plus Current registration with the Health Professional Council of South Africa as a Specialist in O&G. **Grade 2:** A tertiary qualification (MBCHB or equivalent) plus, Current registration with the Health Professional of South Africa as a Specialist plus, Five (5) years post registration experience as a Medical Specialist in O & G. **Grade 3:** tertiary qualification (MBCHB or equivalent) plus, A valid registration with the Health Professionals Council of South Africa in Specialist plus Ten (10) years post registration experience as a Medical Specialist in O & G. Knowledge, Skills and Experience Required: Have a working knowledge of common obstetrical and gynaecological conditions presenting at Stanger Hospital, a regional hospital. Ability to provide specialist obstetrical and gynaecological consultations, surgical procedures, diagnostic skills ultrasound and colposcopy. Knowledge of Human Resources management. Knowledge of provision of comprehensive HIV/Aids

relevant to local situation. Information management and quality assurance expertise. Knowledge of current Health and Public Servants Legislations, regulations and policy including Medical Ethics, Epidemiology and statistics. Leadership and decision making abilities as well as problem solving and conflict management skills.

DUTIES : Provision of specialists services in Obstetrics and Gynaecology. Capacity building in PHC and provision of outreach services with focus on improving women health. Reduction in maternal maternity and development of interventions to most common causes of maternal deaths: HIV/AIDS. Develop a CPD programme in all hospitals in the district. Support and supervise junior staff in the District, District hospitals and regional hospital complex. Develop and implement protocols for obstetrics and gynaecology. Support HIV/AIDS programme in the hospital and community. Support quality improvements in the hospital. Conduct research in primary care. To perform overtime in line with hospital needs. To provide training for nurses, junior staff, interns and medical students.

ENQUIRIES : Dr S Hariparsad (Head Clinical Unit) Tel No: 032 437 6040
APPLICATIONS : Applications to be forwarded to: Human Resources Department, The Human resource manager, Stanger Hospital, Private Bag X10609, Stanger 4450

FOR ATTENTION : Mr. S. Govender
NOTE : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ST 29//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. NB. Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution.

CLOSING DATE : 21 December 2018

POST 48/269 : **MEDICAL SPECIALIST REF NO: ST 30/2018 (X1 POST)**
Component: Urology

SALARY : Grade 1: R1 051 368 per annum all – inclusive package + a fixed commuted overtime & 18% inhospitable allowance.
Grade 2: R1 202 112 per annum all- inclusive package + fixed commuted overtime &18% Inhospitable Allowance.
Grade 3: R 1 395 105 per annum all- inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance.

CENTRE : Stanger Hospital
REQUIREMENTS : **Grade 1:** A tertiary qualification (MBCHB) or equivalent), plus Current registration with the Health Professional Council of South Africa as a Specialist in Urology. **Grade 2:** A tertiary qualification (MBCHB or equivalent) plus, Current registration with the Health Professional of South Africa as a Specialist plus, Five (5) years post registration experience as a Medical Specialist in Urology. **Grade 3:** tertiary qualification (MBCHB or equivalent) plus, A valid registration with the Health Professionals Council of South Africa in Specialist plus Ten (10) years post

		registration experience as a Medical Specialist in Urology. Recommendation: Research and management experience is desirable.
<u>DUTIES</u>	:	Clinical services on all levels in the Department of Urology. Teaching and training of interns and medical officers. Urology research. Administrative work including service and resource management. Continuous Professional development. Play a leadership role in conducting ward rounds, problem ward rounds, ground wards rounds, multidisciplinary meetings and mortality meetings. Intern community service doctor's supervision. Systems appropriate level of care, referral pathways, seamless and integrative service delivery system (Hospital – PHC and other (regional) specialties. To perform overtime duties in line with hospital needs. Outstanding clinical skills of Urology preferably obtained in Public service/Environment. Ability and practical experience to setup and provide training program for under and post graduates. Develop and review clinical protocols and guides for Urology. Quality Management (Improvement, assurance, audits, etc) Leadership, people management, problem solving, decision making and communication skills. Mentoring, coaching, facilitation, teaching and training skills. General management skills: Human Resources, Finance, Operations, Strategy, Marketing. Knowledge of relevant protocols, policies, legislation and guidelines.
<u>ENQUIRIES</u>	:	Dr ZR Khan (Head Clinical Unit) Tel No: 032 437 6000
<u>APPLICATIONS</u>	:	Applications to be forwarded to: Human Resources Department, The Human resource manager, Stanger Hospital, Private Bag X10609, Stanger 4450
<u>FOR ATTENTION</u>	:	Mr. S. Govender
<u>NOTE</u>	:	The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za . Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ST 29//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. NB: Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution.
<u>CLOSING DATE</u>	:	21 December 2018
<u>POST 48/270</u>	:	<u>SPECIALIST MEDICINE REF NO: RKK M 46/2018</u>
<u>SALARY</u>	:	Grade 1: R1 051 368 per annum. All-inclusive salary package (commuted overtime is compulsory) Grade 2: R1 202 112 per annum. All-inclusive salary package (commuted overtime is compulsory)
<u>CENTRE</u>	:	R. K Khan Hospital – Medicine
<u>REQUIREMENTS</u>	:	Grade 1: Minimum requirement appropriate qualification MBCHB Degree Plus current registration with HPCSA as a Specialist in Medicine. Grade 2: The minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Medicine. Proof of current registration with HPCSA 2018. Knowledge, Skills and Competencies. Sound clinical knowledge and expertise. Good interpersonal, managerial and supervisory skills. Sound knowledge of clinical procedures and protocols within the discipline. Knowledge of the Current Health and Public Service Legislature. Ability to

innovate. Ability to manage patients independently. Interest in conducting and supervising research. Stress tolerance, self-confidence and the ability to build and maintain good relationships. To work within a multi-disciplinary team.

- DUTIES** : To provide effective and efficient specialist/consultant care for the patients of RK Khan Hospital and its catchment population. To assist the Head Clinical Unit in the development of systems for timeous and effective management of patients (consults, referrals, admitted, awaiting admissions). To assist in the development and implementation of guidelines and protocols. To participate and/or accept delegation for the coordination and implementation of Clinical Governance projects (as well as Quality Improvement Programmes). To participate in outreach activities for the delivery, supervision and support of services at referring or down-referral facilities. To contribute towards a positive, supportive and conducive environment for junior staff, patients and their relatives. To participate in the academic programmes (for medical students & registrars) and in-service programmes (for nurses, interns, medical officers) as well as research initiatives. Standard of patient care and services is maintained.
- ENQUIRIES** : Dr. J Mulla Tel No: 031 459 6209
- APPLICATIONS** : Human Resource Department, R K Khan Hospital Private Bag X004, Chatsworth, 4030 or Hand deliver to R K Khan Hospital Human Resource Department Ground floor Recruitment Officer Room no. 35
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applications should be submitted on form Z83 from any Public Service Department Human Resource Department OR from the website www.kznhealth.gov.za Certified copies of ID, Matric, highest educational qualifications and professional registration with the SANC certificate – not copies of certified copies. Current registration with SANC 2018. Updated Curriculum Vitae. Certified copy of certificates of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2018. Faxed documents will not be accepted. NB: Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews. NB: Relocation is at your own cost
- CLOSING DATE** : 28 December 2018 16:00 afternoon
- POST 48/271** : **MEDICAL OFFICER (GRADE 1, 2,3) REF NO: GS 69/18 (X1 POST)**
Component: Plastic Surgery
- SALARY** : Grade 1: R780 612 per annum
Grade 2: R892 551 per annum
Grade 3: R1 035 831 per annum
All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form.
- CENTRE** : Greys Hospital, PMB Metropolitan Hospitals Complex
- REQUIREMENTS** : MBCHB Degree Plus Current Registration with the Health Professions Council of South Africa as a Medical Practitioner. **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified

candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Recommendation: Experience in Plastic Surgery. Post graduate qualification in surgery. Knowledge, Skills, Training and Competence: Basic diagnostic, clinical, investigative surgical skills. Must be service delivery orientated: Program planning, implementation and evaluation. Information management. Human resource management. Quality assurance programs. Current Health and Public Service legislation, regulations and policy. Medical ethics, epidemiology and statistics.

DUTIES : Key Performance Areas: Incumbent to provide services in the Pietermaritzburg Metropolitan Hospitals Complex which includes Grey's, Edendale and Northdale hospitals. Participate in the delivery of a 24-hour in-patient and out-patient plastic surgical care within the Pietermaritzburg Metropolitan Hospitals Complex; Assist with the administration and management of plastic surgical wards / clinics. Perform overtime commitments in plastic or general surgery or both depending on the needs and staffing of Grey's hospital. Development, monitoring and support of Plastic Surgical Services in the drainage area of the Pietermaritzburg Hospitals Complex. Participate in the development and ongoing provision of under and post-graduate teaching. Participation in clinical support and outreach to facilities referring to Pietermaritzburg hospitals. Participation in Clinical Research in the Pietermaritzburg Metropolitan Complex. To maintain moral and ethics at all costs. To ensure that Batho Pele principles are upheld.

ENQUIRIES : Dr V Govindasamy Tel No: 033 8973379 or Dr O Mahomva Tel No: 033 8973000
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 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 69/18 .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 : 14 December 2018

POST 48/272 : **MEDICAL OFFICER GRADE 1, 2 OR 3 REF NO: UMZ07/2018 (X1 POST)**

SALARY : Grade 1: R780 612 per annum
 Grade 2: R892 551 per annum
 Grade 3: R1 035 831 per annum
 Other Benefits: PLUS 13th Cheque, 22% Rural Allowance, Commuted overtime, Medical Aid (Optional) and Home Owners Allowance (employee must meet prescribed requirements).

CENTRE : Umzimkhulu Pschiatric Hospital
REQUIREMENTS : **Grade 1:** Senior Certificate or equivalent qualification, appropriate qualification in the Health Science – MBCHB Degree plus initial registration and current registration with Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. One year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. A Valid Driver's license, Proof of experience endorsed and stamped by Human Resources (Service Certificate). General Skills as a Medical Officer is required (History taking, Mental state examination and

physical examination) Ability to work in multi – disciplinary team setting. Excellent communication Skills ability to work and maintain meaningful relationship with adverse community Program Planning , Implementation and evaluation Information Management Knowledge of Health and Public Service Legislation, Regulations and Policies. **Grade 2:** Senior Certificate or equivalent qualification. Appropriate qualification in the Health Science – MBCHB Degree plus initial registration and current registration with Professional Council of South Africa (HPCSA) as a Medical Practitioner. Five (05) years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Six (06) years relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. A Valid Driver's license. Proof of experience endorsed and stamped by Human Resources (Service Certificate). Diagnostic and therapeutic Skills in the field of Psychiatry and general medicine. Ability to work independently to arrive at working diagnoses and implement appropriate management and treatment. Ability to work with other Mental Health Professionals for the benefit of the patients. Be involved in psychosocial rehabilitation programmes for the patients/mental health care users. Knowledge of all applicable legislation pertaining to Mental Health. Supervision and training of Junior Medical and Nursing staff and Allied Health Professions. **Grade 3:** Senior Certificate or equivalent qualification, appropriate qualification in the Health Science – MBCHB Degree plus initial registration and current registration with Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Ten (10) years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Eleven (11) years relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service in South Africa. Valid Driver's license, Proof of experience endorsed and stamped by Human Resources (Service Certificate). Ability to assess, diagnose, manage and follow up Mental Health Care Users with common Psychiatric problems. Medical Ethics, Epidemiology and Statistic. Ability to work under Multidisciplinary team setting excellent communication Skills and Ability to teach and train staff within the team Ability to work and maintain meaningful relationship within the diverse community Knowledge of Health and Public Legislation, Regulations and Policies. Ability to function as part of a team and rotate through different Departments of the Hospital as required Clinical and Administrative ability Experience and knowledge of Mental Health Legislation and other documents .Polies and practices relevant and organisation of Mental Health Services. Leadership, communication and Organisational Skills Programme Planning, Implementation and Evaluation. Management of Human Resources Computer literacy Knowledge .understanding and implementation of Batho Pele Principles.

DUTIES

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

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

- ENQUIRIES** : Dr P.A. Songo Tel No: 039 2590 310 EXT: 118
- APPLICATIONS** : All applications should be forwarded to The Human Resource Manager Umzimkulu Hospital, Private Bag X 514 Umzimkulu 3297
- FOR ATTENTION** : Dr P.A Songo
- NOTE** : Directions to candidates: The following documents must be submitted: Application for employment form (Z83 fully completed), which is obtained at any Government Department OR from the website: www.kznhealth.gov.za. Certified copies of Identity documents, Grade 12 certificate or other required tertiary qualification certificate, Curriculum Vitae must be attached starting with relevant experience, Certificates of service starting with relevant experience. NB: Certified copies should not be older than three months, not copies of certified copies & faxed applications will not be considered. The reference number must be indicated in the column provided on the form Z83, e.g. UMZ 02/2018. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. Applications in possession of foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens / Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. People with disabilities are encouraged to apply. African females are encouraged to apply.
- CLOSING DATE** : 31 December 2018
- POST 48/273** : **MAMMOGRAPHER - GRADE 1, 2 & 3- REF NO: ST04/2018 (X1 POST)**
Component: Stanger Hospital- (X-Ray)
- SALARY** : Grade 1 R374 364 per annum Plus 12% Inhospitable Allowance
Grade 2 R440 982 per annum Plus 12% Inhospitable Allowance
Grade 3 R519 456 per annum Plus 12% Inhospitable Allowance
Benefits: 13th Cheque, home owners allowance and Medical aid (optional).
[Employee must meet prescribed policy documents]
- CENTRE** : Stanger Hospital
- REQUIREMENTS** : Grade 12 (Senior Certificate)/ A three year National Diploma or B-Tech degree in Diagnostic Radiography/ Registration with the HPCSA as a Mammographer/ Proof of current registration with HPCSA as a Mammographer (2018/2019/). **Grade 1:** A minimum of 4 years appropriate experience after registration with the HPCSA as a Diagnostic Radiographer/ **Grade 2:** A minimum of 14 years appropriate

experience after registration with the HPCSA as a Diagnostic Radiographer, of which 10 years must be after registration in Mammography/ **Grade 3:** A minimum of 24 years appropriate experience after registration with the HPCSA as a Diagnostic Radiographer, of which 20 years must be after registration in Mammography/ Sound knowledge of Mammography procedures and equipment. Sound knowledge of radiation control and safety. Sound knowledge of Quality Assurance procedures and methods. Good communication and interpersonal skills. Knowledge of relevant Health and Safety Acts. Non-South African citizen applicants-a Valid Work Permit in conformance with HR Circular 49/2008 obtainable from any government department and an Endorsement Certificate from FWMP. Recommendations: 2 years or more appropriate experience as a Mammographer.

DUTIES : Provide high quality Mammography services. Execute all clinical procedures competently to prevent complications. Promote good health practices and ensure optimal patient care. Promote Batho Pele principle in the execution of duties for effective service delivery. Perform reception and clerical duties when necessary. Participate in Radiography quality assurance programs. Participate in departmental policies and procedure development. Participate in monthly departmental meetings. Participate in continued skills development programs. Supervision of junior radiography staff and community service radiographers. Perform Employee Performance Management and Development (EPMDS) of junior staff as required.

ENQUIRIES : Mr M.R. Leso (Assistant Director - Radiography) Tel No: 032- 437 35

APPLICATIONS : Applications to be forwarded to: Human Resources Department, The Human Resource Manager, Stanger Hospital, Private Bag X 10609, Stanger 4450

FOR ATTENTION : Mr. S. Govender

NOTE : 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 01/2017.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE : 14 December 2018

POST 48/274 : **CLINICAL NURSE PRACTITIONER – GRADE 1 AND 2 REF NO: CL07/2018 (PHC STREAM: GATEWAY CLINIC CLINIC)**

SALARY : Grade 1: R362 559 – R420 318 per annum
Grade 2 - R445 917 – R548 436 per annum

CENTRE : Clairwood hospital
REQUIREMENTS : National Senior Certificate (Grade 12), Diploma/degree in General Nurse and Midwifery. One (1) year post qualification in Primary Health Care. Proof of current registration with SANC (2018/2019). **Grade 1:** A minimum of 4 years appropriate/recognizable nursing 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 with SANC in General Nursing. At least 5 years of the period referred to the above must be

appropriate/recognizable experience after obtaining the 1(one) year post basic qualification Primary Health Care. Proof work experience/certificate of service endorsed by Human Resource Department. Knowledge, skills, training and competencies required. Leadership, organizational, decision-making and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge of nursing care processes procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, OHSA, PSR etc. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Demonstrate a basic understanding of H.R and financial policies. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes.

DUTIES

: Provision of an integrated quality and comprehensive primary health care services by promoting health, prevention of diseases, curative services to the clients and community. Provide PICT, UTT and adherence counselling to all clients. Perform a clinical nursing practice in accordance with scope of practice and nursing standards as determined for a primary health care facility. Work as part of the multi-disciplinary team to ensure to ensure good nursing care at PHC level. Provide primary prevention strategies and management communicable and non-communicable diseases. Provision of good quality care according to Ideal Clinical Realization and Maintenance (ICRM) and National Core Standards (NCS). Manage and monitor proper utilization of human, financial, physical and material resources. Ensure data management is implemented and monitored. Demonstrate effective communication with patient, supervisors, and other clinicians including report writing when required. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles and patients' Rights charter. Handle obstetric and emergencies and high risk conditions. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observations of patients in the clinic. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock suppliers. Supervision of patients and provision of basic patient needs, e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutically environment in the clinic using EDL guidelines. Ability to assess diagnose, treat and refer the patients with clinical problems. Ensure compliance with all indicators for DoH Programmes.

ENQUIRIES

: Mrs. N Linda Tel No: 031 451 5177

APPLICATIONS

: Applications may be sent to: Clairwood Hospital, Private Bag X04, Mobeni 4060 or Hand deliver: 1 Higginson Mobeni 4060

FOR ATTENTION NOTE

: Human Resource Department
 : The contents of this Circular must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place. Directions to candidates, the following documents must be submitted: Application for Employment form (Z83). Obtainable from any government Department or from website – www.kznhealth.gov.za Certified copies of highest educational qualifications and I.D (Not copies of certified copies) and certified copies must not be older than 3 months, Curriculum Vitae, Driver's License {if required} .Contactable and verifiable references must be included in the C.V The reference number must be indicated in the column provided on the form Z83 application form e.g. CL: 07/2018 N.B: Failure to comply with the above instructions will disqualify applicants. Applicants are advised that due to large number of applications anticipated, individual applications will not be acknowledged. Should you not receive a response within six (6) weeks after closing date the application must be considered unsuccessful. People with disabilities should feel free to apply for the posts. The appointment is subject to positive outcomes obtained from the NIA to the following checks (security clearance, credit records, qualifications citizenship and previous experience verifications) This Department is equal opportunity, affirmative action employer, whose aim is to promote representatively in all occupational classes of the department.

CLOSING DATE

: 14 December 2018

POST 48/275 : **CLINICAL NURSE PRACTITIONER – GRADE 1 AND 2 REF NO: CL06/2018 (PHC STREAM: CHESTERVILLE CLINIC)**

SALARY : Grade 1: R362 559 – R420 318 per annum
Grade 2: R445 917 – R548 436 per annum

CENTRE REQUIREMENTS : Clairwood hospital
National Senior Certificate (Grade 12), Diploma/degree in General Nurse and Midwifery. One (1) year post qualification in Primary Health Care. Proof of current registration with SANC (2018/2019). **Grade 1:** A minimum of 4 years appropriate/recognizable nursing 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 with SANC in General Nursing. At least 5 years of the period referred to the above must be appropriate/recognizable experience after obtaining the 1(one) year post basic qualification Primary Health Care. Proof work experience/certificate of service endorsed by Human Resource Department. Knowledge, skills, training and competencies required. Leadership, organizational, decision-making and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge of nursing care processes procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, OHSA, PSR etc. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Demonstrate a basic understanding of H.R and financial policies. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes.

DUTIES : Provision of an intergrated quality and comprehensive primary health care services by promoting health, prevention of diseases, curative services to the clients and community. Provide PICT, UTT and adherence counselling to all clients. Perform a clinical nursing practice in accordance with scope of practice and nursing standards as determined for a primary health care facility. Work as part of the multi-disciplinary team to ensure to ensure good nursing care at PHC level. Provide primary prevention strategies and management communicable and non-communicable diseases. Provision of good quality care according to Ideal Clinical Realization and Maintenance (ICRM) and National Core Standards (NCS). Manage and monitor proper utilization of human, financial, physical and material resources. Ensure data management is implemented and monitored. Demonstrate effective communication with patient, supervisors, and other clinicians including report writing when required. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles and patients' Rights charter. Handle obstetric and emergencies and high risk conditions. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observations of patients in the clinic. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock suppliers. Supervision of patients and provision of basic patient needs, e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutically environment in the clinic using EDL guidelines. Ability to assess diagnose, treat and refer the patients with clinical problems. Ensure compliance with all indicators for DoH Programmes.

ENQUIRIES APPLICATIONS : Mrs. N Linda Tel No: 031 451 5177
Clairwood Hospital, Private Bag X04, Mobeni 4060 or Hand deliver: 1 Higginson Mobeni 4060

FOR ATTENTION NOTE : Human Resource Department
The contents of this Circular must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place. Directions to candidates: The following documents must be submitted: Application for Employment form (Z83). Obtainable from any government Department or from website –www.kznhealth.gov.za. Certified copies of highest educational qualifications and I.D (Not copies of certified copies) and certified copies must not be older than 3 months, Curriculum Vitae, Driver's License {if

required} Contactable and verifiable references must be included in the C.V The reference number must be indicated in the column provided on the form Z83 application form e.g. CL:06/2018. Failure to comply with the above instructions will disqualify applicants. Applicants are advised that due to large number of applications anticipated, individual applications will not be acknowledged. Should you not receive a response within six (6) weeks after closing date the application must be considered unsuccessful. People with disabilities should feel free to apply for the posts. The appointment is subject to positive outcomes obtained from the NIA to the following checks (security clearance, credit records, qualifications citizenship and previous experience verifications) This Department is equal opportunity, affirmative action employer, whose aim is to promote representatively in all occupational classes of the department.

<u>CLOSING DATE</u>	:	14 December 2018
<u>POST 48/276</u>	:	<u>CLINICAL NURSE PRACTITIONER (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R362 559 – R420 318 per annum Grade 2: R445 917 – R548 436 per annum plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
<u>CENTRE</u>	:	Madadeni Provincial Hospital: Newcastle Clinic Ref No: MAD 13/ 2018 (X2 Posts) Osizweni 2 Clinic Ref No: MAD 15/ 2018 (X1 Post) Madadeni 1Clinic Ref No: MAD 16/ 2018 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 1: Basic R425 Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post basic qualification with a duration of at least 1 year in Clinical assessment, treatment and care. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC (2018 Receipt). Grade 2: Basic R425 Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post basic qualification with a duration of at least 1 year in Clinical assessment, treatment and care. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience after obtaining post basic qualification in Clinical assessment, treatment and care. Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Skills, Training and Competencies required: - Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies. Sound knowledge of the health programmes run at the PHC level. Sound knowledge of the National core Standards and data management.
<u>DUTIES</u>	:	Key Performance Ares: Demonstrate effective communication with patients, supervisory and other clinicians, including report writing and statistics. Assist the unit manager/ Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Implement and advocate for preventive and promotive health initiatives for clients and the community served by the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and the therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package in

accordance with set guidelines, monitor performance and outcomes against the set targets and act on deviations. Ensure that programme specific data collected is timeous and accurate. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of care. Refer patients promptly according to the set guidelines, protocols, policies. Ensure proper utilization and safe keeping of basic medical, surgical and pharmaceutical stock.

- ENQUIRIES** : Ms ZE Gumede Tel No: 034 328 8137
- APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940
- FOR ATTENTION** : The Recruitment Officer
- NOTE** : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
- CLOSING DATE** : 14 December 2018
- POST 48/277** : **CLINICAL NURSE PRACTITIONER (NEWCASTLE MOBILE HTA) REF NO: MAD 17/ 2018**
- SALARY** : Grade 1: R362 559 – R420 318 per annum
Grade 2: R445 917 – R548 436 per annum
plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
- CENTRE** : Madadeni Provincial Hospital
- REQUIREMENTS** : **Grade 1:** Basic R425 Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post basic qualification with a duration of at least 1 year in Clinical assessment, treatment and care. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC (2018 Receipt). **Grade 2:** Basic R425 Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post basic qualification with a duration of at least 1 year in Clinical assessment, treatment and care. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience after obtaining post basic qualification in Clinical assessment, treatment and care. Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Skills, Training and

Competencies required: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies. Sound knowledge of the health programmes run at the PHC level. Sound knowledge of the National core Standards and data management.

DUTIES

: Key Performance Ares: Demonstrate effective communication with patients, supervisory and other clinicians, including report writing and statistics. Assist the unit manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Implement and advocate for preventive and promotive health initiatives for clients and the community served by the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administrating of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package in accordance with the set guidelines and monitor performance and outcomes against the set target and act on deviations. Ensure that programme specific data collected is timeous and accurate. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Refer patients promptly according to the set guidelines, protocols, policies. Ensure proper utilization and safe keeping of basic medical, surgical, pharmaceutical and stock.

ENQUIRIES

: Ms ZE Gumede Tel No: 034 328 8137

APPLICATIONS

: All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940

FOR ATTENTION

: The Recruitment Officer

NOTE

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

CLOSING DATE

: 14 December 2018

POST 48/278 : **OCCUPATIONAL HEALTH NURSE REF NO: CH18/2018**

SALARY : R362 559 – R420 318, 13th Cheque/service bonus, Medical Aid optional, 12% Rural Allowance, Home Owner's Allowance (Employee must meet prescribed requirements).

CENTRE : Ceza District Hospital

REQUIREMENTS : A Senior Certificate/ Grade 12 Certificate, Diploma/Degree in General Nursing Science as a General Nurse and Midwifery that allows registration as a professional nurse with SANC. Current registration with SANC 2018. A minimum of 4 years appropriate/recognizable experience as a Professional Nurse after registration as professional nurse with SANC in General Nursing. Post basic qualification in Occupational Health Nursing Science with a duration of at least 1 year, accredited by SANC. Knowledge, Skills and Competencies: Relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele, Patient Right's Charter, Labour Relations Act, Grievance Procedure, etc. Good interpersonal and leadership skills. Communication and report writing skills. Knowledge of basic human resources and financial management.

DUTIES : Ensure compliance to baseline medical surveillance, periodical medical examination and exit medical examination for hospital staff. Develop and implement Occupational Health and Safety training programs, orientation and induction programs. To implement occupational health manuals and protocols. To conduct occupational health audits in compliance with the Occupational Health and Safety Act 85, 1993. Ensure that occupational health functions are carried out timeously and correctly within the institution. Promote employee wellness and advocate for proper treatment and management and care. Provide optimal, holistic nursing care with set standards and within a professional/legal framework. Quality Improvement Plan: to assist with the drawing and implementation of Quality Improvement Plan. Identify and investigate occupational health disease. To ensure environmental conditions meet and maintain compliance certificate as regulated by Occupational Health and Safety Act 85, 1993. Develop occupational health business plan and strategic plan in line with the institutional plans. Maintain good working relationship with the nursing and multidisciplinary team.

ENQUIRIES : Chief Executive Officer: Mr S.P Zulu Tel No: 035 8325163

APPLICATIONS : Direct your application quoting the relevant reference number to: The Chief Executive Officer, Ceza Hospital, Private Bag X200, Ceza, 3866. Hand delivered applications may be submitted to Chibini Main Road, Human Resource Section, Ceza Hospital, before 16H00 on or before the closing date.

FOR ATTENTION : Mr. E.S. Mazibuko: Human Resource Officer (Supervisor) Tel No: 035 8325018

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 must be endorsed by Human Resources. Certified copy of identity document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education 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 shortlisted candidates only. "People with disabilities and African males are encouraged to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE : 21 December 2018

POST 48/279 : **ASSISTANT DIRECTOR (HRM) REF NO: CH/20/2018 (X1 POST)**

SALARY : R356 289 – R419 679 per annum (Level 09) plus 13th Cheque. Other Benefits: Medical Aid (optional) Homeowners allowance (employee must meet prescribed requirements)

CENTRE : Ceza District Hospital

REQUIREMENTS : Standard 10/Senior certificate/ Grade 12 or equivalent qualification. A three year National Diploma or Bachelor's Degree in Human Resource Management/ Public Management PLUS at least 5 years' experience in Human Resource Management component and those years must be of supervisory experience. (Attach proof of current and previous work experience endorsed by Human Resource Component stating detailed dates of promotion and duties attached to post). Recommendation: Proof of PERSAL training (certificates). Proof of computer literacy Microsoft packages. Valid driver's license. Knowledge, Skills, Training and Competencies: Broad Knowledge and understanding of Human Resource Management. In depth knowledge of relevant acts, policies and regulations in HR Management. Sound communication, analytical and decision making and presentation skills. Good Knowledge and understanding of Employee Performance Management and Development system. Labour Relations, Human Resource Development, Disciplinary Code and Grievance Procedures. Good leadership, mentoring and coaching skills. Employee Health and Wellness. Sound Knowledge of PERSAL and Financial Management.

DUTIES : Advice managers on all aspects of HR Management, organizational and staffing structures and reporting arrangements. Develop and implement effective HR policies within guidelines set by the Provincial Health Department. Design and implement effective employment relation (consultation and negotiations) forums with staff organisations in order to promote sound employer and employee relations. Develop and implement operational and strategic measures to enhance the moral of all staff employed in the hospital. Plan, monitor and control the use of budget and equipment allocated to HR component. Ensures effective, efficient and economical utilization of resources allocated to the institution, including performance management and development system of staff. Ensures effective functioning of Employee Health and Wellness Programmes and activities. Ensures effective Development, implementation and Monitoring of Human Resource Plan, Workplace Skills Plan, Employment Equity Plan, Operational plan through consultative Human Resource forums. Ensures quality assurance within Human Resource Management.

ENQUIRIES : Chief Executive Officer: Mr. SP Zulu Tel No: 035- 832 5163

APPLICATIONS : Direct your application quoting the relevant reference number to: The Chief Executive Officer, Ceza Hospital, Private Bag X200, Ceza, 3866. Hand delivered applications may be submitted to Chibini Main Road, Human Resource Section, Ceza Hospital, before 16H00 on or before the closing date.

FOR ATTENTION : Mr. E.S. Mazibuko: Human Resource Officer (Supervisor)

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 must be endorsed by Human Resources. Certified copy of identity document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education 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 shortlisted candidates only. "People with disabilities and African males are encouraged to apply. Short

listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE : 21 December 2018

POST 48/280 : **PHARMACIST ASSISTANT (POST BASIC) GRADE 1/2/3 (MAFAKATHINI CLINIC) REF NO: PHARM 69/2018 (X1 POST)**

SALARY : Grade 1: R196 218 – R221 034 per annum
Grade 2: R227 721 – R 241 701 per annum
Grade 3: R246 768 – R282 165 per annum
PLUS 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE : Edendale Hospital

REQUIREMENTS : Senior Certificate/Matric/Grade 12, Registration certificate with SAPC as a Pharmacist Assistant (Post Basic), Proof of SAPC registration (2018 annual receipt). For **Grade 1**: No experience required. For **Grade 2**: A minimum of five (5) years' experience after registration with the SAPC as a Pharmacist Assistant (Post Basic). For **Grade 3**: A minimum of thirteen (13) years' experience after registration with the SAPC as a Pharmacist Assistant (Post Basic). A certificate of service endorsed by Human Resource Department must be attached. Knowledge of Public Service Policies, Acts and Regulations. Basic knowledge of medical and dispensing process. Maintain higher level of confidentiality. Ability to work under pressure. Ability to communicate effectively. Recommendations: Exposure in Primary Health Care Facility. Proof of computer literacy.

DUTIES : Perform all duties in accordance with the scope of practice, regulations and standard operating procedure. Be responsible for ordering, receiving, proper storage of general and thermo-labile medicines. Issuing of medicine to consultation rooms. Management of chronic medication dispensed by the supporting hospital. Be responsible for running the electronic system or manual system for stock management. Ensure proper stock management i.e. stock rotation, expiry checks, stock take, stock levels and stock security. Prepare medicine for delivery and issuing of medicine parcels to patients in support to mobile clinics, ARV and TB clinic as well as WOBOT'S. Provide basic PHC education and counselling to patients on safe and effective use of medication. Collect and maintain the necessary records, statistics and information. Maintain good housekeeping (infection control and prevention) in the pharmaceutical environment. Assist in co-ordination of CCMDD project between the patient, health facilities and pick up points. Promote and educate the patients and clients on CCMDD related issues.

ENQUIRIES : Ms. S.M.X. Zibula Tel No: (033) 395 4136

APPLICATIONS : All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216

FOR ATTENTION : Mr. L. Makhaye

CLOSING DATE : 14 December 2018