

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

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

ERRATUM: kindly note that the post of Assistant Manager: Planning, Monitoring and Evaluation (Greys Hospital, Pietermaritzburg) with Ref No: GS 66/18 advertised on the PSVC 47 dated 23 November 2018, was advertised with incorrect job title, the correct job title read as follows: Assistant Manager Nursing: Planning, Monitoring and Evaluation

OTHER POSTS

- POST 50/176** : **HEAD CLINICAL UNIT REF NO: HCUPUL/2/2018**
Department: Pulmonology
- SALARY** : R1 643 352 per annum All-inclusive salary package (excluding commuted overtime)
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : An appropriate qualification in Internal Medicine and Pulmonology. Current Registration as a Medical sub-Specialist: Pulmonology. Three years post registration experience as a sub-Specialist: Pulmonologist. Three years' experience in undergraduate teaching and undergraduate teaching administration in Internal Medicine. Knowledge, Skills, Training and Competencies Required: Ability to teach undergraduate, postgraduate students and supervise junior staff. Management Skills. Good communication, leadership, decision making and communication skills.
- DUTIES** : Control and management of clinical services as delegated by the Head of Department. Maintain satisfactory clinical, professional and ethical standards related to these Services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit and department. Conduct, assist and stimulate research. If not already holding a Master's or PhD degree, study towards Master's or PhD. Training of undergraduate and post graduate medical students in Internal Medicine at any hospital where teaching takes place and Allied Health Personnel in the field of Pulmonology and participation in formal teaching and teaching administration as required by the department of Pulmonology and Internal Medicine. Promote community-Orientated services and participate in outreach programmes. Conduct specialised outpatient clinics and provide expert opinion where required. After hours consultant cover for both Pulmonology and Critical Care departments at Inkosi Albert Luthuli Hospital. Provide leadership in development of protocols for the management of Adult Pulmonology and Critical Care. Provide leadership in the development of clinical audit programmes in the hospitals in the province. Develop measures to ensure quality assurance for the Adult Pulmonology Unit. Participate actively in outreach activities to hospitals in the Province of KwaZulu-Natal. Active involvement in CME to health professionals. Compile medium and long term expenditure frameworks and implement fiscal control measures on an ongoing basis. Lead and supervise departmental research activities. Participate in training of Registrar's, Medical Officer's and Nurses.
- ENQUIRIES** : Dr LP Mtshali Tel No: 031 2401105
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements

and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 28 December 2018
- POST 50/177** : **PRINCIPAL NURSING COLLEGE (SINGLE NURSING CAMPUS) REF NO: NURS 70/2018**
- SALARY** : Grade 1: R902 550 per annum Plus 8% Inhospitable Area Allowance, Medical Aid (Optional) Housing Allowance (Employee must meet prescribed requirements)
- CENTRE** : Edendale Nursing Campus
- REQUIREMENTS** : Senior Certificate /Grade 12, Degree /Diploma in General Nursing and Midwifery (obtainable from University/ College), Registration certificate with SANC as a General Nurse and Midwife, Post -basic qualifications in Nursing Education and Nursing Administration/ Nursing Management/Health Service Management registered with the South African Nursing Council 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. In possession of an unendorsed valid RSA Drivers Licence (Plus; Proof of work experience (Certificate of Service) from previous and current employer endorsed and stamped by HR must be attached. Recommendation: Masters' Degree in Nursing, Basic Computer Literacy (certificate required), administration and management's abilities. 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.
- DUTIES** : 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.
- ENQUIRIES** : Dr. E.N. Hlongwa Tel No: 033 264 7800
- APPLICATIONS** : All applications to be posted to: The Acting Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216 or hand deliver to the box by the main gate behind the Security Office.
- CLOSING DATE** : 28 December 2018

<u>POST 50/178</u>	:	<u>MEDICAL OFFICER (GRADE 1, 2 3) REF NO: GS 72/18</u> Component: Internal Medicine
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	Greys Hospital, PMB Metropolitan Hospitals Complex MBCHB Degree Plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner by the time of appointment. 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 Dermatology. A documented specific interest in Dermatology. ACLS course completed (current valid certificate. Knowledge, Skills, Training and Competence: Sound clinical and patient management skills; human resource management; information management; quality assurance programs. Current health and public service legislation, regulations and policy, and medical ethics.
<u>DUTIES</u>	:	Medical care of patients: Dermatology – This is a post for care of out- and in-patients with dermatological conditions. Rotations through other medical be required, depending on the relative needs of the Departments of Dermatology and Internal Medicine. Level of care required – Medical care appropriate to Grey's Hospital, a tertiary and referral health facility; Overtime requirements – After-hours work in the Departments of Internal Medicine and/or Dermatology will be required, depending on the needs of the Departments of Dermatology and Internal Medicine. Geographical limits – the post(s) will be based at Grey's but you will be expected to perform duties at various health facilities, which may include rotations in Dermatology at facilities within the Pietermaritzburg metropole. Outreach Dermatology services to facilities in Area 2 may be required either regularly or from time to time. Administration and management: Supervise junior medical staff, including in clinical work, attendance, time management, conflict management etc; Service logistics – assist in administrative aspects of running the Department of Dermatology and/or Internal Medicine e.g. roster and rotation planning, clinical and operational protocol development; Quality improvement – assist and participate in quality improvement, including audits. Medico-legal matters – assist with medico-legal tasks such as medical reports for insurance claims, mortality and morbidity analysis etc. Academic programme: Training: provide in-service training to staff or be a recipient of in-service training, as appropriate for a medical officer and to meet the needs of the service; Teaching – participate in under-graduate and post-graduate training programmes (teaching, examinations, administration etc) as required by the programmes and appropriate for a medical officer; Academic activities – active participation in academic activities such as journal clubs, academic presentations etc. Research – participate in departmental research. Initiation and performance of research is optional but desirable.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr K Rasmussen Tel No: 033 8973049
<u>FOR ATTENTION</u>	:	Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200 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 72/18. 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). African Males are encouraged to apply.

CLOSING DATE : 03 January 2018

POST 50/179 : **MEDICAL OFFICER (OPD) - GRADE 1, 2 OR 3 REF NO: MO 01/2018**

SALARY : Grade 1: R780 612 - R840 942 per annum
Grade 2: R82 551 - R975 945 per annum
Grade 3: R1 035 831 - R1 295 025 per annum
(Consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules) (All-inclusive salary package, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules).
Other Benefit: 22% In-Hospitable Allowance of basic salary & Commuted Overtime (as per Departmental need)

CENTRE REQUIREMENTS : Dundee Provincial Hospital (OPD)
: **Grade 1:** MBCHB Degree. Registration certificate with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Proof of evaluation by SAQA for foreign qualified medical practitioner. Proof of completion of community service; no experience required after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. One year relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Diploma in Family Medicine will be an advantage. Experience in internal medicine, surgery, O&G. **Grade 2:** MBCHB Degree. Registration certificate with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Proof of completion of community service. Proof of evaluation by SAQA for foreign qualified medical practitioner. A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised 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. Proof of previous experience (certificate of service). Diploma in Family Medicine will be an advantage. Experience in internal medicine, surgery, O&G. **Grade 3:** MBCHB Degree. Registration certificate with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Proof of completion of community service. Proof of evaluation by SAQA for foreign qualified medical practitioner. A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised 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. Proof of previous experience (certificate of service). Diploma in Family Medicine will be an advantage. Experience in internal medicine, surgery, O&G.

<u>DUTIES</u>	:	Consultation, diagnosis and treatment of patients in the outpatient department, casualty, wards and attached clinics. Implementation of required standards of care, including treatment protocols and guidelines. Referral to higher levels of care when indicated. Participation in duty rosters. Performance of required administrative duties. Facilitation of staff training and on-going medical education. Collaboration with medical practitioners and other health care workers in neighbouring health institutions to promote an effective district health service. Perform compulsory commuted overtime in line with hospital needs. Render cost effective medical care and follow-up. Sound clinical knowledge and skills consistent with the practice of Medicine at the district hospital. Ability to deal with all medical, paediatric, neonatal, O&G, and surgical emergencies. Knowledge of ethical medical practices. Ability to assess, diagnose and manage patient Good communication skills
<u>ENQUIRIES</u>	:	Dr. PB Nxumalo (Acting Medical Manager) Tel No: 034 212 1112 Ext 308
<u>APPLICATIONS</u>	:	The Human Resource Manager, National Department of Health, Private Bag X 2011, Dundee, 3000. Hand delivered applications may be submitted to Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000.
<u>NOTE</u>	:	Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates, service certificates, including ID and driver's licence. Certification must be within 3 months. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. NB: employment equity is African male.
<u>CLOSING DATE</u>	:	28 December 2018, 16:00 afternoon
<u>POST 50/180</u>	:	<u>MEDICAL OFFICER (PAEDIATRIC) GRADE 1, 2 OR 3 REF NO: MO 01/2018</u>
<u>SALARY</u>	:	Grade 1: R780 612 - R840 942 per annum Grade 2: R82 551 - R975 945 per annum Grade 3: R1 035 831 - R1 295 025 per annum (Consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules)(All-inclusive salary package, which consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules). Other Benefit: 22% In-Hospitable Allowance of basic salary & Commuted Overtime (as per departmental need)
<u>CENTRE</u>	:	Dundee Provincial Hospital (Paediatric)
<u>REQUIREMENTS</u>	:	Grade 1: MBCHB Degree. Registration certificate with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Proof of evaluation by SAQA for foreign qualified medical practitioner. Proof of completion of community service; no experience required after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. One year relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Grade 2: MBCHB Degree. Registration certificate with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Proof of completion of community service. Proof of evaluation by SAQA for foreign qualified medical practitioner. Minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is

not required to perform community service as required in South Africa. Proof of previous experience (certificate of service). Diploma in Paediatrics will be an advantage. Have good experience in paediatrics (having worked in paediatric department). **Grade 3:** MBCHB Degree. Registration certificate with the HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Proof of completion of community service. Proof of evaluation by SAQA for foreign qualified medical practitioner. A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised 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. Proof of previous experience (certificate of service). Diploma in Paediatrics will be an advantage. Have good experience in paediatrics (having worked in paediatric department).

DUTIES : Clinical paediatric services including ward rounds, outpatient clinic and emergency department. Participation in the training programme as well as teaching and supervision of junior staff. Participation in departmental audit activities. Conduct Research. Maintain and continuously improve professional and ethical standards. Perform compulsory commuted overtime in line with hospital needs. To provide training for nurses, junior staff, interns and medical students. Render cost effective medical care and follow-up STAE. Diagnose and evaluate patient's state of health. Participate in commuted overtime. Participate in clinical audits. Sound clinical knowledge and skills consistent with the practice of Medicine at the district hospital. Ability to deal with all medical, paediatric, neonatal, O&G, and surgical emergencies. Knowledge of ethical medical practices. Ability to assess, diagnose and manage patient. Good communication skills

ENQUIRIES : Dr. PB Nxumalo (Acting Medical Manager) Tel No: 034 212 1112 Ext 308

APPLICATIONS : The Human Resource Manager, National Department of Health, Private Bag X 2011, Dundee, 3000. Hand delivered applications may be submitted to Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000.

NOTE : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates, service certificates, including ID and driver's licence. Certification must be within 3 months. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. NB: employment equity is African male.

CLOSING DATE : 28 December 2018, 16:00 afternoon

POST 50/181 : **ASSISTANT MANAGER NURSING (MONITORING & EVALUATION) – SPECIALTY REF NO: UMZ10/2018 (X1 POST)**

SALARY : R581 826, Other Benefits: Plus 13th Cheque, 12% Rural Allowance, Medical Aid (Optional) and Home Owners Allowance (employee must meet prescribed requirements).

CENTRE : Umzimkhulu Psychiatric Hospital
REQUIREMENTS : Senior Certificate /Grade 12, Basic R425 qualification i.e Diploma /Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional and Psychiatric Nurse. Diploma in Post Basic Psychiatric Nursing Science (Advanced Psychiatry). A minimum of 10 years appropriate/recognizable experience after registration as a Professional Nurse with the SANC in General nursing. At least 6 years of the period referred to above must be

appropriate/recognizable experience after obtaining the Diploma in Post Basic Psychiatric Nursing Science. Proof of current registration with South African Nursing Council as Professional and Psychiatric Nurse (2018 South African Nursing Council Receipt). At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Proof of experience endorsed and stamped by Human Resources (Service Certificate). Knowledge, Skills, Training and Competencies: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices such as, Nursing Act, Occupational Health and Safety Act, Mental Health Act, etc and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report when required. Work as part of a multidisciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at the supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Recommendations: A valid EB (08) driver's license, Computer literacy.

DUTIES : Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/legal framework. Administer an evidence result – based monitoring and evaluation system in the institution within the Provincial M & E Framework, including monitoring of research activities within the institution. Ensure the institutional Plans are in place and aligned with the District health Plan. Ensure planning, M & E supports to all departments in the institution. Manage effectively the utilization and supervision of resources. Monitor the implementation of the Employees Performance Management Development system (EPMDS). Deal with grievances and labour relations issues in terms of the laid down policies/procedures i.e. manage workplace discipline. Monitor and ensure that all nurses are licensed to practice.

ENQUIRIES : Mr BL Msibi Tel No: 039 2590 310 EXT: 118
APPLICATIONS : All applications should be forwarded to The Human Resource Manager Umzimkulu Hospital, Private Bag X 514 Umzimkulu 3297

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.

CLOSING DATE : 31 December 2018

POST 50/182 : **HUMAN RESOURCES MANAGER: UMGENI HOSPITAL REF NO: UMG 08/2018**

SALARY : R356 289 – R419 569, other benefits (medical aid optional), housing allowance (applicant must meet prescribed requirements)

CENTRE : Umgeni Hospital: Howick

REQUIREMENTS : Senior certificate, an appropriate Degree/National Diploma in Human Resources Management/ Public Management, a minimum of (3) year's supervisory experience in Human resources management environment. Knowledge and Skills: Broad knowledge and understanding of Human Resource Management. In depth knowledge of all relevant Acts, Policies, relevant to management of human Resources Management. Decision making, leadership, skills and good communication skills. Good knowledge and understanding of employee Performance Management and Development System, Labour Relations, human resource development, disciplinary and grievance procedures, computer literacy. Proof of experience endorsed by the Human Resources Manager. No S&T will be paid due to budgetary constraints.

DUTIES : Develop Human Resource policies that are in line with HR strategies of the Department and ensures that they are being implemented. Develop Human Resource plan and Employment Equity plan for the Hospital and ensures that they are put into practice. Manage training needs analysis and develop training plans in respect of Human Resources. Oversee and direct the implementation of misconduct, discipline and grievance procedures in the hospital in terms of Labour Relations act. Attend to staff wellness and Occupational Health and Safety of the institution. Ensure the effective, efficient and economical utilisation of resources allocated to the institution including the development of staff. Advise management and staff in all Human Resource Management matters and latest developments. Risk Management in Human Resources Management. Ensure implementation of National Core Standards in the HR Department. Promote effective communication and team approach within the entire HR component. Ensure the correct implementation of performance management, Development and implement effective Human Resources Management, organizational and staff structures and reporting arrangements. Develop and implement effective Human Resources Management, organizational and staff structures and reporting arrangement. Management of all Human Resources components. Design and implement effective employment relations (consultation and negotiations) Forums within the hospital.

ENQUIRIES : Miss NE Ndlovu Tel No: 033-3306146 EXT 120

APPLICATIONS : Applications quoting the relevant reference UMG 08/2018, should be forwarded as follows as follows: The Chief Executive Officer, Department of Health, and Umgeni Hospital, Private Bag X23, Howick, 3290

FOR ATTENTION : Miss NE Ndlovu

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications). Applicants are respectfully informed that, if no notification of appointment is received within 2 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised post are free to apply.

CLOSING DATE : 31 December 2018

POST 50/183 : **RADIOGRAPHER DIAGNOSTIC REF NO: RADDIAG/3/2018**
Department: Diagnostic Imaging

SALARY : Grade 1: R300 828 per annum, Plus 13th Cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements.
Grade 2: R352 707 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirement.
Grade 3: R415 482 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirement.

CENTRE REQUIREMENTS : Ialch
: An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer (Independent practice). **Grade 1:** No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum 10 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 11 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. **Grade 3:** Minimum 20 year relevant experience after registration with the HPCSA as a Radiographer – Diagnostic Imaging in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 21 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Knowledge, Skills Training and Competencies Required: Working knowledge of radiography principals, systems and procedures Sound knowledge of radiation safety regulations. Sound knowledge of diagnostic radiography equipment and protocols. Knowledge of relevant public service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of relevant Health and Safety regulations. Good communication and sound interpersonal skills.

DUTIES : Perform clinical radiographic duties in a completely digital radiology department that offers a 24 hour radiology service whilst adhering to the departmental policies & procedures. Perform imaging examinations whilst adhering to radiography protocols, practices, and techniques. Participate in the radiation protection and quality assurance program while adhering to the safety protocols and quality standards in compliance with the Department of Health policies and procedures. Required to produce good quality images in all diagnostic modalities which include CT scanning. Perform overtime duties as required.

ENQUIRIES APPLICATIONS : Mrs B V Mfeka Tel No: 031 240 1950
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission)

screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE

:

28 December 2018