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

## OTHER POSTS

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### SALARY

R1 643 352 per annum (All inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.

### CENTRE

Greys Hospital -Pietermaritzburg

### REQUIREMENTS

MBCHB or equivalent PLUS Registered HPCSA qualification as a specialist in internal medicine. PLUS Certificate in Cardiology (SA) or equivalent qualification (if not trained in South Africa). Current Registration with the Health Professions Council of South Africa as a Cardiologist. Three years of experience as a Specialist. Recommendation: Experience in managing a cardiology unit.

### Knowledge, Skills and Experience

- Sound clinical Cardiology and patient management skills
- A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management.
- Teaching and research experience.

### DUTIES

Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in Tertiary Cardiology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs. Clinical responsibility in the discipline of cardiology with after hours participation (based on departmental operational need). Performance of procedures in the cardiac catheterization theatre that include coronary angiography, stent insertion, pacemaker insertion, intra-aortic balloon counter-pulsation and other procedures as may be developed. Performance of procedures in non-invasive cardiology including two dimensional and Doppler echocardiography, tilt testing and stress ECGs. Presentation of adequately worked up cases at the Department of Cardiothoracic Surgery, Inkosi Albert Luthuli Hospital for surgical intervention.

Management Responsibilities: Development and support of Specialist Cardiology Services in the Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and allied staff (clinical technologists) in the Cardiology Unit. Oversight and management of infrastructure, equipment and consumables in the Cardiology Unit. Liaison with Institutional Management in hospitals in PMB Metro, the uMgungundlovu District and the Tertiary Drainage area. Liaison with the Head Clinical Department in Internal Medicine in Pietermaritzburg and Head of Cardiology in the University of KwaZulu Natal. Participation and support of quality control activities in the PMB Department of Cardiology and Medicine. Training and Research Responsibilities. Support of Staff Training and Development in Specialist Cardiology Services in the PMB Metro and in the Tertiary Drainage area, including subspecialty Cardiology training under the auspices of the Department of Cardiology at the Medical School. Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Cardiology and Internal Medicine. Participation in and support of clinical research and quality control activities in the PMB Departments of Cardiology and Medicine.

### ENQUIRIES

Dr K. Rasmussen Tel No: 033-897 3289

### 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 certificates – not copies of copies c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided
on the form Z83 e.g GS 20/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay. Institutions must notify all candidates who qualify for posts in this circular minute even if they are absent from their normal place of work. African Males are encouraged to apply.

CLOSING DATE : 05 April 2019
POST 11/162 : HEAD CLINICAL UNIT (PSYCHIATRY) REF NO: MAD 02/2019
SALARY : R1 643 352 – R1 744 191 per annum. The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary.
CENTRE : Madadeni Provincial Hospital
REQUIREMENTS : A basic qualification of MBChB plus FC Psychiatry or M Med Psychiatry or equivalent. Current (2019) registration with the HPCSA. A minimum of 3 Years’ experience after registration with HPCSA as Medical Specialist in (Psychiatry). Proof of current and previous work experience endorsed by HR (Certificate of Service) from previous and current employer endorsed and stamped by HR must be attached. Experience: A minimum of 3 Years’ experience after registration with HPCSA as Medical Specialist in (Psychiatry). Appropriate and relevant experience, skills, knowledge and competencies in Psychiatry. Knowledge, Skills, Training and Competencies required: Sound knowledge of clinical concept within the department of Psychiatry including the appropriate legislative framework that guides Mental Health Care Services in South Africa. Good operative skills to carry out advanced clinical services, including forensic psychiatry. Good communication, leadership, decision – making and clinical skills. Research and organizational ability. Supervisory and teaching skills. Ability to work in a team. Ability to diagnose and manage most common psychiatry conditions, including emergencies. Leadership, managerial and supervisory skills. Financial and project management.
DUTIES : Provide safe, ethical and high quality of care through the development of standards, audits, research and assessments in the following areas: Clinical and customer care (patient perspective). Close the gap to provide full package of service. Develop a monitoring and evaluation system with performance indicators, outputs, outcomes and target in agreement with the institutional management. Develop, maintain and audit the correct implementation of clinical protocols, guidelines ensuring efficient, effective and seamless service delivery process within the hospital and referring and receiving facilities. To promote team work and improve relations within and between other specialties and other stakeholders within the referral system to improve service delivery capacity, including the Mental Health Review Board. Develop, monitor and evaluate health promotion and health education interventions for Amajuba District in consultation with stakeholders. Plan and provide continuous medical education to multidisciplinary team member. Manage performance of junior staff within the area of control, through EPMDS and other departmental protocols and procedures. Ensure compliance with National Core Standards. Ensure that the institution renders care within the framework of the Mental Health Care Act.
ENQUIRIES : Dr HA Hlela Tel No: 034 328 8007
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. EET: African Male.

CLOSING DATE: 05 April 2019

POST 11/163: ADVANCED DISTRICT NURSING PROFESSIONAL (PAEDIATRIC NURSE) (LEVEL 3 HOSPITAL) REF NO: UMZIN/03/2019

SALARY: R902 550 per annum (TCE Package). Other Benefits: 13th cheque, Medical aid: Optional, Homeowner’s allowance: Employee must meet prescribed requirements. Rural allowance on claim basis

CENTRE: Umzinyathi Health District Office

REQUIREMENTS: Matric/ Grade 12. A basic qualification of a Diploma/Degree in Nursing or an equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse, plus A minimum of 10 (ten) years appropriate/recognizable experience in Nursing, after registration as a Professional Nurse with SANC in General Nursing and at least 6 (six) years of the period referred to above must be appropriate/recognizable experience in Paediatric Nursing after obtaining the 1 (one) year post basic qualification in Paediatric Nursing. At least 4 (four) years of the period referred to above must be appropriate/recognizable experience at management level. Valid driver’s license. Proof of computer literacy (word, excel, powerpoint). Proof of work experience signed by HR office. Competencies and Knowledge: Paediatric Nursing. Relevant legislation, regulations and policies. Program planning, implementation and evaluation. Information management. Quality Assurance and Improvement Programmes. Skills: Leadership, Communication, Problem Solving, Computer Literacy. Behavioural Attributes: Stress Tolerance, Self- confidence, Objective and Empathic.

DUTIES: General: Represent MNCWH discipline as a member of a District Clinical Specialist Team, responsible for the delivery of quality health care for mothers, newborns and children at all levels within a Health District. Promote equitable access to an appropriate level of care for all mothers, newborns and children throughout the district. Maintain personal competency in PHC and Paediatric Nursing discipline. Support services Delivery Support Community Based Services, Clinics, Community Health Centres and District Hospitals with all aspects of services related to PHC. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Provide Educational System and logistics Facilitate and participate in the development, training and mentorship of health professionals in all facilities within the District. Facilitate and participate in the training development and mentorship of nursing and allied health professionals and
community workers under their supervision. Support Health Systems and logistics
Work with the District Management Team to establish and maintain systems
including surveillance, health information, communication referral guidelines and
processes to supportive delivery of services. Provide support to ensure appropriate
infrastructure, equipment, resources and sundries for the provision of quality of
clinical care. Monitor and Evaluate Services Assist, support and participate in risk
management activities for patients (e.g. critical events analysis, morbidity and
mortality meetings), practitioners, (e.g. infection control) and the organization (e.g.
performance reviews) Assist, support and participate in clinical audits and quality
improvement cycles in health facilities and where appropriate in community
settings such as School and Ward Based PHC Teams. Implement effective
monitoring and evaluation processes, effective use of data and relevant research.
Ensure effective Clinical Governance. Collaborate, Communicate and report
effectively. Foster effective teamwork and collaborate within the District Clinical
Specialist Team and with other professionals in the District involved in the delivery
of MNCWH and PHC. Enable engagement with the local community and relevant
non-government organizations, promoting adherence to District Clinical Public
Health and public guidance as appropriate. Facilitate and ensure effective
communication with all management structures within the District, the regional and
tertiary hospitals as relevant as well as the Provincial Department of Health.
Present regular reports on activities, health services and programmes. Support
Organizational Activities. Assist with the strategic and operational planning of
service in the District and/or catchment area of the District Hospital. Co-ordinate
and supervise discipline related service within the District. Assist with the
recruitment and management of relevant Human Resources for the Programme.

ENQUIRIES : Mrs. G.C Shabangu Tel No: (034) 2999 100
APPLICATIONS : All applications should be forwarded to: The Human Resource Office: Umzinyathi
Health District Office, Private Bag X 2052, Dundee, 3000, 34 Wilson Street,
Dundee, 3000
FOR ATTENTION : Mrs. ML Mbatha
CLOSING DATE : 05 April 2019
POST 11/164 : MEDICAL OFFICER GRADE 1 REF NO: MURCH 02/2019 (X3 POSTS)

CENTRE : Murchison Hospital

SALARY : Grade 1: R780 612 per annum (All-inclusive package). This inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules
Grade 2: R842 028 per annum (All-inclusive package). This inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules
Grade 3: R977 199 per annum (All-inclusive package). This inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 22% Rural Allowance

REQUIREMENTS : Grade 1: Senior Certificate PLUS, Appropriate qualification in Health Science-MBCHB PLUS, Current registration with HPCSA as a Medical Practitioner OR, 1 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. Certificate of service endorsed by your Human Resources. Verification of experience Pre Screening endorsed by your Human resources. Qualified applicants will be liable for the performance of commuted overtime as per the roster. Grade 2: Senior Certificate PLUS Appropriate qualification in Health Science-MBCHB PLUS Current registration with HPCSA as a Medical Practitioner plus 5 years’ experience after registration with the HPCSA as a Medical Practitioner OR 6 years’ experience after registration as a 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 Certificate of service endorsed by your Human Resources. Grade 3: Senior Certificate PLUS Appropriate qualification in Health Science-MBCHB
PLUS Current registration with HPCSA as a Medical Practitioner plus 10 years' experience after registration with the HPCSA as a Medical Practitioner OR 11 years’ experience after registration as a 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. Certificate of service endorsed by your Human Resources. Verification of Experience Pre Screening endorsed by your Human Resources. Verification of Experience Pre Screening endorsed by your Human Resources. Knowledge, Skills and Competencies: Ability to diagnose and manage common medical and surgical / orthopaedic problems including in the major clinical disciplines. Obstetrics and sound general and regional anaesthetics. Departmental knowledge of grievance and disciplinary procedures. Knowledge of public service regulations of 2016 and health related legislations. Sound medical ethics and Batho Pele principles. Good communication and problem solving skills.

**DUTIES**

Provide primary health care oriented services inclusive of preventive measures, treatment and rehabilitation. Adherence to essential medical list and rational antibiotic use. Ensure effective use of all resources within the clinical field. Provide outreach services to feeder primary health care clinics. Participate in community health care programmes. Assist evaluation of existing standards and effectiveness of health care. Performance of commuted overtime based on operational requirements.

**ENQUIRIES**

Dr S Lachman Tel No: 039-6877311 ext 106

**APPLICATIONS**

all applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone 4240 or hand delivered to: Human Resources Department Murchison Hospital

**NOTE**

The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH 13/2018. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

**CLOSING DATE**

05 April 2019

**POST 11/165**

MEDICAL OFFICER (PSYCHIATRY) (GRADE 1-3) REF NO: MAD 13/2019 (X3 POSTS)

**SALARY**

Grade 1: R780 612 – R840 942 per annum
Grade 2: R892 551 – R975 945 per annum
Grade 3: R1 035 831 – R1 295 025 per annum

The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime only limited to applicable groups.

**CENTRE**

Madadeni Provincial Hospital

**REQUIREMENTS**

A basic qualification of MBChB plus Current (2019) registration with the HPCSA. Registration Certificate with HPCSA as a Medical Practitioner. Proof of current and
previous work experience endorsed by HR (Certificate of Service). Experience: 
**Grade 1:** No experience required from South African qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Five (5) years’ relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Six (6) years’ relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Ten (10) years’ relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Eleven (11) years’ relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills, Training and Competencies required: Sound broad knowledge of general psychiatric principles and practice. Knowledge of basic ethical principles. Knowledge of Mental Health Care Act No 17 of 2000. Knowledge of National Core Standards. Knowledge of Batho Pele principles. Knowledge of Code of Conducts of the Public Service.

**DUTIES:**
Perform ward rounds in Mental Health Care wards. Participate in overtime activities of the Department. Participate actively in Departmental teaching meetings and hospital CPD meetings. Supervise interns and junior colleagues. Assist with collection of clinical data and participate in clinical audits and morbidity and mortality meetings. Participate in research. Knowledge to provide care and rehabilitation in relation to the relevant sections of MHCA in the general psychiatric, forensic and prisoners with mental illness. Use of bio-psychosocial knowledge and skills in assessment, care and treatment of MHCU.

**ENQUIRIES:**
Dr HA Hlela Tel No: 034 328 8007

**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 disqualified 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. (EET: African Male).

**CLOSING DATE:**
05 April 2019
POST 11/166 : MEDICAL OFFICER (INTERNAL MEDICINE) (GRADE 1-3) REF NO: MAD 14/2019 (X3 POSTS)

SALARY : Grade 1: R780 612 – R840 942 per annum
          Grade 2: R892 551 – R975 945 per annum
          Grade 3: R1 035 831 – R1 295 025 per annum

The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime only limited to applicable groups.

CENTRE : Madadeni Provincial Hospital

REQUIREMENTS : A basic qualification of MBChB plus Current (2018) registration with the HPCSA.

Registration Certificate with HPCSA as a Medical Practitioner. Proof of current and previous work experience endorsed by HR (Certificate of Service). Recommendation: Part one FCP examination or strong indication of writing such. ACLS.

Experience: Grade 1: No experience required from South African qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of which it is not required to perform Community Service, as required in South Africa. Grade 2: Five (5) years’ relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Six (6) years’ relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of which it is not required to perform Community Service, as required in South Africa. Grade 3: Ten (10) years’ relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Eleven (11) years’ relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of which it is not required to perform Community Service, as required in South Africa.

Knowledge, Skills, Training and Competencies required:
- Sound broad knowledge of internal medicine principles and practice.
- Knowledge of basic ethical principles.
- Knowledge of legislation relevant to practice of medicine.
- Good communication, team building and motivation skills.

DUTIES : Perform ward rounds in internal medicine wards. Run specialized clinics in the department. Participate in overtime activities of the department. Perform medical procedures as required. Participate actively in departmental teaching meetings and hospital CPD meetings. Supervise interns and junior colleagues. Assist with collection of clinical data and participate in clinical audits and morbidity and mortality meetings. Participate in research.

ENQUIRIES : Dr HA Hlela Tel No: 034 328 8007

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

FOR ATTENTION : The Recruitment Officer

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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. (EET: African Male).

**CLOSING DATE**: 05 April 2019

**POST 11/167**: MEDICAL SPECIALIST – CARDIOLOGIST (GRADE 1, 2, AND 3) (SESSIONAL – 18 SESSIONS PER WEEK) REF NO: GS 22/19

Component – Internal Medicine

**SALARY**: Grade 1: R473 616 per annum
Grade 2: R541 008 per annum
Grade 3: R628 056 per annum

**CENTRE**: Greys Hospital, PMB Metropolitan Hospitals Complex

**REQUIREMENTS**

Minimum Requirements: MBChB or equivalent. Current Registration with HPCSA as a subspecialist cardiologist. Recommendations: Experience in Cardiology.

**Grade 1**: Experience: Not applicable; Registration with the HPCSA as a Medical Specialist.

**Grade 2**: Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist.

**Grade 3**: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. Knowledge, Skills, Training and Competency Required: Knowledge of the following as they relate to key performance areas and activities: Clinical Cardiology medical ethics, legislation, public service regulations and practice, learning and teaching principles, administration and management. Skills as they relate to the key areas and activities: Management of cardiac conditions, learning and teaching skills, public service administration and management. Communication: Ability to transfer meaning in the various contexts in which activities take place by verbal, written and digital means.

**DUTIES**: Clinical Skills and Service Delivery. In-patient and Out-patient Cardiology care of an acceptable standard and level at hospitals in the Pietermaritzburg Metropolitan Area. This may include outreach in Area 2. Assist with after hours senior cover of Cardiology services dependent on operational need Performance. Maintain professional and ethical working standards. Development: Self development: comply with continuing professional development requirement and maintain HPCSA registration. Service development - assist with in-service training of staff quality improvement initiatives, operational research, protocol development etc participate actively in departmental academic programs. Supervision and support: Supervise staff in Cardiology services. Comply with and participate in human resource management processes when required. Assist with training undergraduates and postgraduates. Administration and management. Assist in the administration and management of the PMB Metropolitan Department of Internal Medicine monitoring, audits, surveys and planning. Advise on relevant insurance reports and medico-legal problems, analysis of mortality and morbidity, initiating or participating in quality improvement audits etc, Maintain up to date knowledge and skills relevant to departmental and public service clinical service administration.

**ENQUIRIES**

DR K Rasmussen Tel No: 033-897 3289

**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: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) 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 22/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is
subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay. Institutions must notify all candidates who qualify for posts in this circular minute even if they are absent from their normal place of work. African Males are encouraged to apply.

CLOSING DATE : 05 April 2019

POST 11/168 : PROFESSIONAL NURSE SPECIALTY (PSYCHIATRY) GRADE 1, 2 REF NO: ST 55/2018 (X3 POSTS)

Component: 029823
Re – advertisement

SALARY : Grade 1: R362 559 per annum
Grade 2: R445 917 per annum

CENTRE : Stanger Hospital

REQUIREMENTS : Grade 1: A Diploma in General Nursing and Diploma in Midwifery plus Advanced Midwifery. Proof of registration with SANC (2018 receipt) A minimum of 4 years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to the above must be appropriate/recognisable experience in the specific specialty after obtaining the one year Post – Basic qualification in Maternity. Attach proof of working experience endorsed by HR Department. Knowledge, Skills and Competencies Required: Knowledge of Nursing Care, Processes and Procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and Interpersonal Skills within the limits of the Public Sector Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a Team player.

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

ENQUIRIES : Ms M. Stevens (Assistant Manager Nursing) Tel No: 032 437 6072

APPLICATIONS : Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, Stanger Hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street

FOR ATTENTION : 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/17/2018. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

CLOSING DATE : 05 April 2019
POST 11/169 : PROFESSIONAL NURSE- SPECIALTY: PRIMARY HEALTH CARE STREAM
REF NO: UMG01/04/19
Component: Caluza Clinic

SALARY : Grade 1: R362 559 – R420 318 per annum PLUS 8% rural allowance
Grade 2: R445 917 – R548 436 per annum Plus 8% rural allowance
Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional
[Employee must meet prescribed conditions

CENTRE : Umgungundlovu Health District
REQUIREMENTS : Minimum Requirements: Senior Certificate or equivalent Degree/Diploma in General Nursing plus One (1) year post basic qualification in Advanced Midwifery. Current registration with SANC as General Nurse and relevant specialty (2019 receipt) Grade1: A minimum of 4 years appropriate/recognizable experience as a General Nurse and 1 year in the Specialty (Advanced Midwifery). Grade2: Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification in the relevant Specialty. Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training and Competencies Required: Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice. Good communication skills. Good interpersonal skills. Team building and supervisory skills.

DUTIES : Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Ability to plan and organize own work and that of support personnel to ensure proper nursing care. Work as part of the multi-disciplinary team to ensure good nursing care at primary health care level. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, cooperatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients’ needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. Diagnose and manage obstetric emergencies in the absence of a doctor i.e. Eclampsia, APH etc. Identify high risk clients during ante-partum and post-partum periods manage them or refer them according to policy. Develop mission and vision and objectives for obstetric unit. Develop, implement and review obstetric policies and procedures. Facilitate facility perinatal Mortality review or meetings. Know South African Nursing Council rules and regulations pertaining to obstetrics. The incumbent will be expected to work overtime and extended hours.
ENQUIRIES: Mrs NM Ngubane Tel No: 033 395 4330
APPLICATIONS: All applications should be forwarded to: The District Director, Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg, 3200 or Hand Deliver to: 171 Hoosen Haffejee Street (Burg street)
FOR ATTENTION: Human Resource Practices
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 License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. Preference will be given to African males.

CLOSING DATE: 05 April 2019
POST 11/170: MEDICAL SPECIALIST – CARDIOLOGIST – (GRADE 1, 2, AND 3) (SESSIONAL – 4 SESSIONS PER WEEK) REF NO: GS 21/19
Component – Internal Medicine

SALARY: Grade 1: R105 248 per annum
Grade 2: R120 224 per annum
Grade 3: R139 568 per annum

CENTRE: Greys Hospital, PMB Metropolitan Hospitals Complex

REQUIREMENTS: MBChB or equivalent. Current Registration with HPCSA as a subspecialist cardiologist. **Grade 1:** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. **Grade 2:** Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. **Grade 3:** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. Recommendations: Experience in Cardiology. Knowledge, Skills, Training and Competency Required: Knowledge of the following as they relate to key performance areas and activities: Clinical Cardiology, medical ethics, legislation, public service regulations and practice, learning and teaching principles, administration and management. Skills as they relate to the key areas and activities: Management of cardiac conditions, learning and teaching skills, public service administration and management. Communication: Ability to transfer meaning in the various contexts in which activities take place by verbal, written and digital means.

DUTIES: Clinical Skills and Service Delivery: In-patient and Out-patient Cardiology care of an acceptable standard and level at hospitals in the Pietermaritzburg Metropolitan Area. This may include outreach in Area 2. Assist with after hours senior cover of Cardiology services dependent on operational need. Performance: Maintain professional and ethical working standards. Development: Self development: comply with continuing professional development requirement and maintain HPCSA registration. Service development: assist with in-service training of staff quality improvement initiatives, operational research, protocol development etc and participate actively in departmental academic programs. Supervision and support: Supervise staff in Cardiology services. Comply with and participate in human resource management processes when required. Assist with training undergraduates and postgraduates. Administration and management. Assist in the administration and management of the PMB Metropolitan Department of Internal Medicine monitoring, audits, surveys and planning. Advise on relevant insurance reports and medico-legal problems, analysis of mortality and morbidity, initiating or
participating in quality improvement audits etc. Maintain up to date knowledge and skills relevant to departmental and public service clinical service administration.

ENQUIRIES: Dr K Rasmussen Tel No: 033-897 3289
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: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) 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 22/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment without delay. Institutions must notify all candidates who qualify for posts in this circular minute even if they are absent from their normal place of work. African Males are encouraged to apply.

CLOSING DATE: 05 April 2019

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

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

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

OTHER POSTS

POST 11/171 : DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT SERVICES REF NO: P 02/2019

SALARY : R697 011 per annum (all-inclusive remuneration package)

CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg (TIRS)


DUTIES : Render procurement and financial management services: Facilitate the acquisition of goods and services. Provide asset management services. Provide data capture services. Manage contracts. Provide human resource management and general administration: Provide human resource administration services. Provide human resource utilization and planning. Provide general administration services. Provide registry services. Provide mechanical administration services. Develop policies and strategies aimed at improving service delivery: Analyse and interpret legislation and existing frameworks in respect of service delivery imperatives. Ensure the review and development of effective policies and strategies. Develop best practices in respect of policy matters. Ensure implementation of policies and strategies. Provide advice and guidance to management regarding the interpretation and implementation of policies. Manage resources of the Sub-directorate: Ensure training and development of staff. Ensure timeous performance assessments of staff. Ensure the effective utilisation of all equipment within the Department. Ensure staff are kept abreast of all new prescripts and policies. Provide advice and guidance to all officials within the Department.

ENQUIRIES : Mr SS Nkosi Tel No: (033) 355 8897
FOR ATTENTION: Mr C McDougall

NOTE: It is the intention of this Department to consider equity targets when filling this position. Shortlisted candidates may be required to undergo a competency based test.

CLOSING DATE: 12 April 2019 (at 16H00). Applications received after closing date & time will not be considered.

POST 11/172: ASSISTANT DIRECTOR: BANKING, TAX & REVENUE REF NO: DOT 32/2019

SALARY: R356 289 per annum

CENTRE: Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg

REQUIREMENTS: A National Diploma/Bachelor’s Degree in Finance with Accounting as a major subject (NQF 6), plus A minimum of 3 years supervisory experience within Banking/Tax in government field plus possession of a valid driver’s license (Minimum code C1). Knowledge Skills, Training and Competencies Required: Knowledge of Financial Management. Understanding of Public Finance Management Act, Treasury Regulations and Practice notes. Thorough knowledge of GRAAP. Knowledge of Financial Systems. Knowledge of Banking and Taxation within a government environment. Ability to interpret and apply policies and procedures. Computer literacy (Excel, Word & PowerPoint). Knowledge of suspense accounts. Analytical and innovative thinking skills. Problem solving skills. Reconciliation skills. Good organization and planning skills. Report writing skills. Good communication skills. Ability to interpret financial reports. The ideal candidate should be effective, efficient, pay attention to detail, be accurate, timeous, and independent. He/She must have integrity and be reliable.

DUTIES: Manage banking functions: Analyse and verify all transactions on the bank statement. Produce a month end bank reconciliation. Ensure that all transactions have interfaced into the General Ledger account. Manage verification documents for all payments over a million. Liaise and resolve all discrepancies identified in bank statement with Provincial Banker and Provincial Treasury. Ensure that online transactions are resolved and matched to the correct accounts. Monitor and manage Departmental Petty Accounts. Liaise with Department’s provincial banker and provide all necessary documentation required with regard to stop payments and other requests verifying to the banks the authenticity of payments made to services providers. Manage taxation functions: Ensure that all adjustments have been effected and that correct IRP5 records are maintained. Ensure that monthly and annual payments have been made to SARS EMP 201 has been completed. Produce tax reconciliation and ensure that all tax pay-over’s are made timeously. Ensure that all tax legislations and reporting requirements and submission deadlines are adhered to. Liaise with SARS and Provincial Treasury on resolving discrepancies identified. Produce and submit the annual Tax Reconciliation. Submit a monthly report to management. Manage and maintain all banking, receipt and tax related suspense accounts: Analyse banking and tax related ledger accounts and clear all exceptions monthly. Ensure that all receipt related suspense accounts are cleared monthly. Produce an accurate age analysis on the above mentioned accounts. Ensure that all exceptions are cleared monthly and that all transactions older than 30 days are investigated and cleared before month end. Ensure that all journals for transactions to be cleared are prepared with correct allocations and that all supporting documents are in order. Ensure that transactions authorized on all bank and tax related Asset and Liability accounts match on a monthly. Prepare and submit monthly reports on all accounts to Management. Develop plan and implement accounting policies and procedures to implement best financial practices in the Department: Ensure that all related policies implemented are adhere to. Supervise junior members of staff and perform detailed review of all work performed by them before presentation to management or other customers: Manage all staff related issues (leave records, EPDMS, training and other HR related issues).

ENQUIRIES: Mr T Nkosi Tel No: 033-355 8792

FOR ATTENTION: Ms. T Madlala

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

**CLOSING DATE**

: 05 April 2019 (at 16H00). Applications received after closing date & time will not be considered.