ANNEXURE T

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF EDUCATION
The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

APPLICATIONS
Applications should be sent by post addressed to the Director: Human Resource Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, 228 Pietermaritzburg Street, Pietermaritzburg, 3201.

FOR ATTENTION
Ms. P.S. Mthembu

CLOSING DATE
03 May 2019

NOTE
Applications must be submitted on Form Z83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recently updated comprehensive CV, originally certified copies of all qualifications and RSA ID document as well as a valid driver’s license. Failure to attach the requested documents will result in the application not being considered. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. Faxed and e-mailed applications will not be considered. The filling of the post will be done in terms of the Department’s approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of employment. Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications. If applicants do not hear from the Department within six months after the closing date, they must consider their applications as unsuccessful. Applicants must ensure that they fully complete and sign the Form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. Preference will be given to persons from designated groups including persons with disabilities.

MANAGEMENT ECHELON

POST 14/106
CHIEF DIRECTOR: IDMS STRATEGIC AND TECHNICAL ADVISOR REF NO: DOE/01/2019
(5 Years Contract)

SALARY
R1 189 338 per annum (Level 14) (All-inclusive Salary Package to be structured in accordance with the rules for SMS)

CENTRE
Pietermaritzburg, Head Office

REQUIREMENTS

DUTIES
The provision of strategic advice and direction in the built environment for the implementation of the Infrastructure Delivery Management System of Government

ENQUIRIES

NOTE: All shortlisted candidates for this SMS post 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 the 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. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interest and be subjected to a security clearance.

OTHER POSTS

POST 14/107

ELECTRICAL ENGINEER REF NO: DOE/03/2019

SALARY: R718 059 – R766 278 per annum. The Department will determine the salary notch based on years of experience post professional registration.

CENTRE: Pietermaritzburg, Head Office


DUTIES: The provision of electrical engineering inputs and guidance which will include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, system, norms, standards and signing off on electrical installations. Development, interpretation and customization of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies, compile briefing documentation and specifications from an engineering perspective, investigate electrical engineering installation and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (construction) and commissioning of electrical engineering installations and maintenance, research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the department including interaction with relevant professional’s development boards/councils.

ENQUIRIES: Mrs. N.V Hlongwane Tel No: 033 846 5533

POST 14/108

ARCHITECT: INFRASTRUCTURE PLANNING REF NO: DOE/02/2019

SALARY: R618 732 – R666 540 per annum. The Department will determine the salary notch based on years of experience post professional registration.

CENTRE: Pietermaritzburg, Head Office

DUTIES: The provision of architectural inputs and guidance for the development of infrastructure strategies, policies, systems, functional/technical norms and standards which includes form and space designs in line with the Provincial IDMS Framework and National Education prescribed norms and standards. Architectural functional and technical norms and standards. Architectural policies, strategies, plans, procedures and criterial of all infrastructure programmes and projects. Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives. Preparations of architectural inputs to the development of the User Asset Management Plan and Project List. Research/Literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the department including interaction with relevant professional development boards/councils.

ENQUIRIES: Mrs. N.V Hlongwane Tel No: 033 846 5533

POST 14/109: CONTROL WORKS INSPECTOR: INFRASTRUCTURE DELIVERY REF NO: DOE/05/2019

SALARY: R470 040 per annum (Level 10)
CENTRE: Pietermaritzburg, Head Office

DUTIES: Manage the credibility of technical data and information for infrastructure planning and delivery purposes and assist with the implementation of infrastructure and maintenance projects. Manage District Inputs for infrastructure planning. Manage NEIMS assessments. Manage disaster management plans and school maintenance plans. People management.

ENQUIRIES: Mrs. N.V Hlongwane Tel No: 033 846 5533

POST 14/110: CHIEF WORKS INPECTOR REF NO: DOE/04/2019

SALARY: R376 596 per annum (Level 09)
CENTRE: Pietermaritzburg, Head Office

DUTIES: Maintenance and Infrastructure Projects, NEIMS Assessments, Disaster management plans, School Maintenance Plans, Effective and Efficient resources management.

ENQUIRIES: Mrs. N.V Hlongwane Tel No: 033 846 5533

DEPARTMENT OF HEALTH

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

OTHER POSTS
**POST 14/111** : HEAD CLINICAL UNIT (ORTHOPAEDICS) REF NO: RKK M 08/2019

**SALARY** : Grade 1: R1 728 807 per annum (All-inclusive salary package) (commuted overtime is compulsory).

**CENTRE** : R. K Khan Hospital – Orthopaedics

**REQUIREMENTS** : Tertiary qualification MBCHB or equivalent plus, Current registration with Health Professions Council of South Africa as a Medical Specialist in Orthopaedic. At least 3 years appropriate Post registration experience as a Specialist in Orthopaedic. At least 2 years management and administrative experience. Experience in Paediatrics, Trauma and General Orthopaedics. Proven management ability, sound communication, negotiation, planning, leadership, decision making and interpersonal skills. Knowledge of legislative prescripts governing the public sector, including Labour Relations, Human Resources and Finance Management. Computer literate. Conflict resolution and problem solving skills Management of diversity in the workplace. Presentation skills Ability to communicate at all levels.

**DUTIES** : Overall charge ship of the Department of Orthopaedics at R. K Khan Hospital. Control and management of clinical services as delegated; including providing clinical services to patients. Maintain satisfactory clinical, professional and ethical standards related to the services. To provide effective and efficient Specialist consultant care at regional level within the scope of acceptable and up to date practices in order to contribute to optimal health care. Supervision of and effective utilization of medical staff in these areas. Develop systems and protocols in collaboration with Heads of clinical departments to ensure timeous and effective management of referred patients. Participate in Morbidity and Mortality audits and submit monthly reports to Hospital Manager. Conduct, assist in, and stimulate research. Participate in the undergraduate and post graduate departmental teaching programme.

**ENQUIRIES** : Dr. D Behader Tel No: 031 459 6001

**APPLICATIONS** : Human Resource Department, R K Khan Hospital Private Bag X 004, Chatsworth, 4030 or Hand delivered to R K Khan Hospital Human Resource Department Ground floor Recruitment Officer Room no. 35

**FOR ATTENTION** : Human Resource Manager

**NOTE** : Applications should be submitted on form Z83 from any Public Service Department Human Resource Department or from the website www.kznhealth.gov.za Certified copies of ID, Matric, highest educational qualifications and professional registration with the HPCSA certificate – not copies of certified copies. Current registration with HPCSA 2019. Updated Curriculum Vitae. Certified copy of certificates of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2019. Faxied documents will not be accepted. NB: Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. NB: Due to financial contraints- no S&T or relocation cost to be paid

**CLOSING DATE** : 02 May 2019 16:00 afternoon

**POST 14/112** : SENIOR MANAGER: MEDICAL SERVICES REF NO: RKK M 07/2019

**SALARY** : Grade 1: R1 512 009 per annum (All-inclusive salary package) (commuted overtime is compulsory).

**CENTRE** : R. K Khan Hospital

**REQUIREMENTS** : Grade 12 or Senior Certificate, MBCHB Degree Qualification. A minimum of 10 years’ experience in Medical Management after registration with HPCSA. Registration certificate with the HPCSA as a Medical Practitioner. Current Registration with the HPCSA. Recommendation Post-graduate Diploma/Degree in management will be an added advantage. Unendorsed valid Code 08 Driver’s license Possess sound knowledge of relevant Acts, Policies and Regulations administered by KZN Department of Health. Possess sound knowledge of the District Health System. Sound knowledge of clinical procedures and protocols
within the discipline. Knowledge of the Current Health and Public Service Legislature. Have good communication, leadership, decision-making, team building and motivation skills.

DUTIES : Ensure the provisions of protocols and guidelines to the Medical and allied Professions Team. Liaise with other health care institutions and the Medical School as and when necessary in consultation with the Head of Department. Formulate policies and procedures for clinical services and ensure that they are in accordance with current statutory regulations and guidelines. Provide leadership, management and support to all Cluster Manager, Clinical Heads, Clinical Managers, Pharmacy, Allied Health Professionals and all staff under their supervision. Conduct service assessment and implement quality improvement programmes. Ensure the proper and economical use of resources both Human and Financial. Ensure continuous monitoring of morbidity and mortality rates through clinical audits. Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained. Ensure compliance with commuted overtime policy. Formulate strategic plans in keeping with the requirements of the Hospital and the department as directed by the Mission Statement. Ensure that cost effective service delivery is maintained within the hospital. Maintain discipline and deal with grievances and Labour Relations issues in terms of laid down policies and procedures. Comply with EPMDS policy in respect of all Managers and HOD under span of control. To deputize as Chief Executive Officer when required.

ENQUIRIES : MR. L Munsami Tel No: 031 459 6004
APPLICATIONS : Human Resource Department, R K Khan Hospital Private Bag X 004, Chatsworth, 4030 or Hand delivered to R K Khan Hospital Human Resource Department Ground floor Recruitment Officer Room no. 35
FOR ATTENTION : Human Resource Manager
NOTE : Applications should be submitted on form Z83 from any Public Service Department Human Resource Department or from the website www.kznhealth.gov.za Certified copies of ID, Matric, highest educational qualifications and professional registration with the HPSCSA certificate – not copies of certified copies. Current registration with HPSCSA 2019. Updated Curriculum Vitae. Certified copy of certificates of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2019. Faxed documents will not be accepted. NB: Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. NB: Due to financial contraints- no S&T or relocation cost to be paid
CLOSING DATE : 02 May 2019 16:00 afternoon
POST 14/113 : ASSISTANT MANAGER PHARMACEUTICAL SERVICES REF NO: PSH 06 / 19 (X1 POST)
SALARY : R897 936 per annum, (The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules) Other Benefits: 17% of basic salary – Rural Allowance.
CENTRE : Port Shepstone Hospital
REQUIREMENTS : Matric. Appropriate qualification that allows registration with the South African Pharmacy Council as a Pharmacist. Minimum of five (5) years post registration experience as a Pharmacist after community service. Valid unendorsed driver’s license. Current proof of registration with the SAPC as a Pharmacist and proof of annual payment PLUS Proof of current and previous work experience endorsed by the Human Resource Manager or Delegated person (Certificate of service must be attached as proof of experience). Recommendation: Minimum of ONE (1) year supervisory experience in the Pharmacy environment. Knowledge, Skills and Competencies: Knowledge of Public Sector Pharmacy, as well as relevant acts, regulations, the District Health System, EDL, Good Pharmacy Practice, Policies and Procedures, the National Drug Policy, National Health Insurance, Medicine
Act and Medical Scheme Amendment Bill, ARV program and CCMDD program. Knowledge of and experience in the management of Outpatient, Inpatient, Stores, Pre-packing, Manufacturing and Referral Clinics. Sound communication, interpersonal, problem solving, management, leadership and organizational skills. Knowledge of the Principles, Functions and Operations of PTC and Anti-Microbial Stewardship. Sound knowledge of Good Manufacturing Practice, Budget control as per PFMA Act, Procurement Processes and Referral system. Knowledge of Human Resources, Staff Training and Development and Financial Management. Ability to work independently, under pressure and coordinate productivity in section. Computer literacy- MS Word, MS Excel, MS PowerPoint and MS Outlook. Provide a Comprehensive PHC Pharmaceutical services to: 9 PHC clinics, 1 Gateway Clinic, 7 PHC Mobiles and 2 HTA mobiles. Ensure Effective & Efficient Pharmaceutical Budget & Expenditure Control at Pharmacy Stores and PHC referral clinics as per the PFMA Act: Medicine procurement, storage & distribution; Medicine availability and rationalization of stock; expenditure within budget, avoid over-expenditure, irregular and wasteful expenditure; perform ward & clinics costing and waste management. Monitoring the implementation of the Pharmacy Programs in the hospital and sub-district. Monitoring and supervising the implementation of the CCMDD program, Ideal Hospital & Outreach. Supervise and carry out departmental duties in OPD, Inpatients; Manufacturing and Pre-packing; Stores department and PHC Clinics department. Assist the Pharmacy Manager with financial and assets management, budgetary control, drug supply management and Human Resource management (training, tutoring orientation, discipline, performance management, monitoring and evaluation) in line with the relevant legislation. Conduct Pharmaceutical Audits and carry out Quality Improvement Projects, both at Hospital and PHCs. Compilation of stats and submission of reports, maintaining accurate prescription records and statistics. Review and implementation of departmental SOPs. Active participation in PSRH Pharmacy related committees, i.e. PTC, AMS, Cash Flow, IPC. Promote effective security measures in the department. Engage in effective communication and provide medicine information, counseling and education to healthcare professionals and patients in line with the appropriate legislation. Perform standby duties and overtime over weekends, after hours and public holidays. Be willing to work additional hours if necessary. Advocate and ensure promotion of Pharmaceutical Ethics and Professionalism. To manage the pharmacy in the absence of the Pharmacy Manager.

ENQUIRIES: Mrs Mamo Mokheseng Tel No: (039) 6886000 ext. 6158
APPLICATIONS: Human Resource Manager, Port Shepstone Regional Hospital, P/Bag X 5706, Port Shepstone, 4240
FOR ATTENTION: Mr. ZM Zulu
NOTE: Application form (Z83) fully completed and signed, detailed C.V with certified copies of I.D, Pharmacy qualification, SAPC Registration as a Pharmacist, proof of payment of SAPC annual fees or relevant Certificate, no copies of certified copies will be accepted and must be not more than 6 months certified. Failure to adhere to the instructions of the advert may disqualify applicants. Male candidates are encouraged to apply. Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes 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). 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 verification.

CLOSING DATE: 29 April 2019 at 16h00
POST 14/114: MEDICAL OFFICER REF NO: M33/2018 (X1 POST)
Component: O & G
SALARY: Grade 1: R821 205 per annum all-inclusive package + a Fixed commuted overtime & 18% Inhospitable Allowance
Grade 2: R938 964 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance

Grade 3: R1 089 693 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance

CENTRE: Stanger Hospital

REQUIREMENTS

Grade 1: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner.

Grade 2: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Five (5) years post registration experience as a Medical Practitioner. Grade 3: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Ten (10) years post registration experience as a Medical Practitioner.

Knowledge, Skills and Experience Required: Experience and ability in dealing chronic, subacute and acute obstetrical and gynecological Problems. Working knowledge of obstetrical protocols, health policies, acts and regulations. Ability to work in multi-disciplinary team setting Ability to resuscitate patients from birth to old age. Excellent communication skills. Ability to work and maintain meaningful relationships with a diverse community. Resilience and ability to cope with change. Ability to make a difference. Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution.

DUTIES: Clinical duties as per hospital / departmental requirements, including after-hours service. Provision of quality of care, assisting HOD with quality assurance, quality improvement projects, morbidity and mortality reviews, monthly various type of audits, development of clinical guidelines, policies. Patient Satisfaction, patient satisfaction surveys, reducing waiting times; identifying, meeting and surpassing patients expectations. Outreach programs. Conduct research. Maintain and continuously improve professional and ethical standards. To provide training for nurses, junior staff, intern and medical students.

ENQUIRIES: Dr Haripersad (Head of Department) Tel No: 032- 437 6000/0845332217

APPLICATIONS: Applications to be forwarded to: Human Resources Department, The Human resource manager, Stanger Hospital, Private Bag X10609, Stanger 4450

FOR ATTENTION: Mr. S. Govender

NOTE: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy. Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. M33//2018. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Current community service officers are welcome to apply.

CLOSING DATE: 03 May 2019

POST 14/115: DEPUTY DIRECTOR: HUMAN RESOURCE MANAGER REF NO: RKK/HRM/01/2019

SALARY: R733 257 per annum (All-inclusive salary package)

CENTRE: R. K Khan Hospital

REQUIREMENTS: Grade 12 or Senior Certificate, Degree/ National Diploma in Human Resource Management/ Public Management and Administration/ Human Sciences with
majors in Human Resource Management. Management Experience: 3 - 5 years at management level. Proof of current and previous experience in an HR environment endorsed by the HR department or relevant employer. Certificate: MS Office Software Applications such as Word, Excel, Power Point & Outlook. PERSAL Certificates. Valid Code EB Driver’s License Project management and Strategic Planning. Broad knowledge of HR practices/ HR Development and Planning; and Employee/ Employer Relations. Excellent management, facilitation, communication and interpersonal skills. Expert knowledge of legislative and policy framework informing the area of operation. Ability to work in a multi-disciplinary team at a senior management level. Ability to prioritize issues and other work related matters in order to comply with tight deadlines. Extensive knowledge of computerized personnel and salary systems (PERSAL), MS Packages and applications thereof.

DUTIES : Develop an annual workforce plan within budgetary constraints. Implementation the provincial department’s recruitment and selection policy. Develop and implement operational and strategic measures to enhance the morale of all staff employed in the hospital. Design and implement measures to ensure effective communication and participation throughout the hospital. Design and implement effective employment relations (consultation and negotiations) forums with staff organizations. Determine the numbers, skills mix and training needs for all departments within the institution, taking into account budgetary constraints, and national and provincial norms. Advise managers and assist in the management of conduct and capability throughout the hospital. Advise managers on all aspects of HR Management, organizational and individual development, and staffing structures and reporting arrangements. Develop and implement effective HR Policies within guidelines set by the provincial health department.

ENQUIRIES : DR. P. S Subban Tel No: 031 459 6001
APPLICATIONS : Human Resource Department, R K Khan Hospital Private Bag x 004, Chatsworth, 4030 or Hand delivered to R K Khan Hospital Human Resource Department Ground floor Recruitment Officer Room no. 35

FOR ATTENTION : Human Resource Manager
NOTE : Applications should be submitted on form Z83 from any Public Service Department Human Resource Department or from the website www.kznhealth.gov.za Certified copies of ID, Matric, highest educational qualifications and professional registration with the HPCSA certificate – not copies of certified copies. Current registration with HPCSA 2019. Updated Curriculum Vitae. Certified copy of certificates of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2019. Faxd documents will not be accepted. Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. NB: Due to financial contraints- no S&T or relocation cost to be paid

CLOSING DATE : 02 May 2019 16:00 afternoon

POST 14/116 : DEPUTY DIRECTOR: SYSTEMS REF NO: RKK/HRM/ 02/2019

SALARY : R733 257 per annum (All-inclusive salary package)
CENTRE : R. K Khan Hospital

REQUIREMENTS : Grade 12 or Senior Certificate, Degree/ National Diploma in Public Management/ Public Administration. Experience: 3-5 years at management level in the systems component. The applicant must submit a confirmation letter of relevant experience in an official letter head of the previous and/ or current employer confirming relevant experience in the systems component. Certificate: MS Office Software Applications such as Word, Excel, Power Point & Outlook. Valid/unendorsed Code EB Driver’s License. Sound planning, negotiating and decision making competency skills. Information analysis, problem solving and policy (sop) formulation competency and skills. Knowledge of relevant acts and regulations for engineering and maintenance management, safety and waste management, mortuary as well as patient records administration services. Competence in human
resources management, financial management, conflict management and change management. Computer literate – proficient in the MS package (Word/ Excel/ Outlook/ PowerPoint) Knowledge and understanding of PFMA, Treasury Regulations and other related acts.

**DUTIES**

Ensure effective co-ordination, management and quality of work of all the functional components of the systems department within the Hospital. Analyze alternatives for performing needed work including contracting out services and evaluate and recommends procedures / practices to improve operational efficiency. Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Oversee the provisioning of all outsourced services under facilities management division. Ensure compliance to National Core Standards. Development of the hospital health and safety plan and ensure implementation thereof. Manage staff in terms of EPMDs. Contribute as a member of multi-disciplinary team. Respect of all Managers and HOD under span of control. To deputize as Chief Executive Officer when required.

**ENQUIRIES**

Dr. P. S Subban Tel No: 031 459 6001

**APPLICATIONS**

Human Resource Department, R K Khan Hospital Private Bag x 004, Chatsworth, 4030 or Hand delivered to R K Khan Hospital Human Resource Department Ground floor Recruitment Officer Room no. 35

**FOR ATTENTION**

Human Resource Manager

**NOTE**

Applications should be submitted on form Z83 from any Public Service Department Human Resource Department or from the website www.kznhealth.gov.za Certified copies of ID, Matric, highest educational qualifications and professional registration with the HPCSA certificate – not copies of certified copies. Current registration with HPCSA 2019. Updated Curriculum Vitae. Certified copy of certificates of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2019. Faxed documents will not be accepted. NB: Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. NB: Due to financial contraints- no S&T or relocation cost to be paid

**CLOSING DATE**

02 May 2019 16:00 afternoon

**POST 14/117**

**CLINICAL NURSE PRACTITIONER REF NO: ITSH 10/2019 (X3 POSTS)**

**SALARY**

Grade 1: R383 226 per annum plus 13th cheque and 12% rural allowance
Grade 2: R471 333 per annum plus 13th cheque and 12% rural allowance

Benefit: Medical Aid (optional), Housing Allowance (employee must meet prescribed requirement

**CENTRE**

Itshelejuba Hospital (Altona, Ncotshane and Tobolsk Clinics)

**REQUIREMENTS**

**Grade 1:** Senior Certificate or grade 12.Degree/Diploma in General nursing and Midwifery plus 1 year post basic qualification in primary Health Care. Registration with SANC as General Nurse and Midwifery & Primary Health Care Nurse. Previous work experience / Certificate of Service endorsed by Human Resource Office (to be attached to application) Proof of Current Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse (SANC Receipt 2019). A minimum of four (4) years appropriate / recognisable experience in nursing after registration as a General Nurse with SANC. **Grade 2:** Grade 12 or Senior Certificate. A period of fourteen (14) years appropriate/recognizable experience in nursing after registration as a General Nurse with SANC at least ten (10) years of this period must be appropriate / recognisable experience in PHC after obtaining the relevant 1 year post basic qualification for the relevant specialty.

**DUTIES**

Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care. Assist patients and families to develop a sense of self care. Provide safe and therapeutic environment as laid down by the Nursing Act,
Occupational Health and Safety Act and all other applicable prescripts. Plan and organise own work and that of support personnel to ensure proper nursing care. Able to implement the institutional major incident (disaster) plan as required. Work as part of a multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Order and monitor appropriate levels of consumables. Participate in clinical records audits. Work effectively, co-operatively and amicably with persons of diverse intellectual, culture, 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. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. The incumbent will be expected to work extended hours. Actively participate in programmes meant to improve the quality of services rendered e.g. NCS; IPC and Clinical Programmes including outreach activities.

**ENQUIRIES**
Should be directed to Mrs TG Msibi Tel No: (034-4134000)

**APPLICATIONS**
All applications must be addressed to Itshelejuba Hospital Private Bag X0047 Pongola 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital

**NOTE**
An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za Certified copies of ID documents, Matric (Std10), 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 for 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 z83, eg ref ITSH 1/2018. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to pre-employment screening and verification process. 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 payments of S&T claims.

**CLOSING DATE**
03 May 2019

**POST 14/118**
DIAGNOSTIC RADIOGRAPHER GRADE 1, 2, & 3 REF NO: COSH 06/2019 (X2 POSTS)

**SALARY**
Grade 1: R317 976 per annum
Grade 2: R372 810 per annum
Grade 3: R439 164 per annum
Rural Allowance 17%; 13th Cheque, Medical Aid (optional Housing Allowance (employee must meet prescribed requirements)

**CENTRE REQUIREMENTS**
Church of Scotland Hospital

**REQUIREMENTS**
Senior Certificate / Grade 12, National Diploma/ Degree in Diagnostic Radiography or appropriate qualification that allows registration with HPCSA as a Diagnostic Radiographer. Proof of current registration with HPCSA as a Diagnostic Radiographer. Proof of experience endorsed and stamped by Human Resource. Recommendation: Skills in Diagnostic Ultrasound will be an added advantage.

**Grade 1:** No experience required after registration with HPCSA as Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa - One year relevant experience after registration with HPCSA as Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Ten (10) years relevant experience after registration with HPCSA as a radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 11 years relevant experience after
registration as a radiographer with the HPCSA, in respect of foreign qualified applicants of whom it is not required to perform community service as required in South Africa (certificate of service must be attached). **Grade 3:** Twenty (20) years relevant experience after registration with the HPCSA as a radiographer with the respect of RSA qualified employees who performed Community Service as a required in South Africa. Minimum of 21 years relevant experience after registration as a radiographer with the HPCSA, in respect of foreign qualified applicants of whom it is not required in South Africa (certificate of service must be attached). Good communication skills (verbal and non-verbal. Sound knowledge of diagnostic radiography procedures. Organizing and planning skills. Sound knowledge of radiation control and safety measure. Conflict management skills. Ability to work in a team. Knowledge of Health and Safety Act.

**DUTIES:**

Provide high quality of radiography and ultrasound services according to patient’s needs. Assist in developing protocols. Ensures that radiographic services comply with radiation control legislation. Execute all clinical procedures to prevent complications. Participate in Quality Assurance and Quality Improvement Programmes. Give factual information to patients and clients on radiology. Ensure that patient’s rights are respected. Promote Batho Pele in the execution of all duties. Execute all radiography duties, functions and responsibilities effectively. Promote good health practices and ensure optimal care of patients. Supervise junior personnel in radiology department. Make recommendations with regard to policies/ strategies for the effective functioning of X-Ray department. Inspect and utilize equipment professionally to ensure that they comply with safety standards.

**ENQUIRIES:**

Mr L.L. Mbele Tel No: 033 4931000 EXT 4057

**APPLICATIONS:**

Please forward/deliver applications quoting the reference number to: The Human Resource Department, Church of Scotland Hospital, R33 Dundee Main Road, Tugela Ferry, 3010, Postal Address: Private Bag X 502, Tugela Ferry, 3010

**FOR ATTENTION:**

Mrs N.P. Sithole

**NOTE:**

Application must be submitted on the Application for Employment Form (Form Z.83) which is obtainable at any Government Department or from the website www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of Identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the posts. Applicants in possession of a foreign qualification must attach evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. None – RSA Citizens/Permanent Resident/Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks; security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. It is the department's intention to promote equity through filling of all numeric targets as contained in the Employment Equity Plan to facilitate this process successfully, an indication of race, gender and disability status is required.

**CLOSING DATE:**

03 May 2019 (Late applications will not be accepted).
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).

MANAGEMENT ECHELON

POST 14/119  DIRECTOR: LEGAL SERVICES REF NO: P 06/2019

SALARY  :  R1 005 063 per annum (all inclusive remuneration package)
CENTRE  :  Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
skills (verbal, written and networking). Project management skills. Presentation and facilitation skills. Motivation /leadership skills. Negotiation skills. The ideal candidate must have a demonstrated interest in the legal and related fields, must be honest and have integrity. He/She must be an innovative thinker, be receptive to ideas & suggestions, be reliable, creative/innovative, accurate, believe in openness & transparency, be a team leader and be a total quality controller.

**DUTIES**
- Oversee and manage the rendering of efficient and professional legal services.
- Review draft legislation and prepare input as well as research and formulate Departmental/Provincial legislation. Deal with all legal matters relating to the acquisition and disposal of land and property. Provide support in respect of legal matters relating to formal and informal interventions and commission of enquiry. Overall management and control of the activities and staff of the component including the budget allocated thereto.

**ENQUIRIES**
Ms S Ngubo Tel No: 033 – 355 8735/6

**FOR ATTENTION**
Mr C McDougall

**NOTE**
- It is the intention of this Department to consider equity targets when filling this position.