PROVINCIAL ADMINISTRATION: KWAZULU- NATAL (KZN)
DEPARTMENT OF ARTS AND CULTURE
MANAGEMENT ECHELON

POST 23/208 : DIRECTOR – INFRASTRUCTURE MANAGEMENT REF NO: DAC 15/19

SALARY : R1 005 063 – R1 183 932.00 per annum (An all-inclusive package to be structured in accordance with the rules of Senior Management Service) (Salary level 13)

CENTRE : Head Office, Pietermaritzburg

REQUIREMENTS : An appropriate Bachelor’s degree (NQF7) in built environment/related field, coupled with a minimum of eight [8] years relevant experience, five (5) of which should be at a MMS/SMS level. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Knowledge in built environment. Knowledge of PFMA. Computer literacy (MS Word, Excel, Power Point, etc). Good communication skills (written and verbal). Valid code 8/EB driver’s license.

DUTIES : Ensure effective and efficient infrastructure planning and coordination. Manage the delivery of the departmental infrastructure projects. Monitor & ensure adherence of all infrastructure projects to industrial regulations e.g. construction board regulations. Manage the development and implementation of policies. Manage all resources allocated to the Directorate. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES : Mr NP Chonco: Tel no. (033) 264 3400

APPLICATIONS : Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.

FOR ATTENTION : Mrs NIS Mbhele

NOTE : Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representatively in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. NB: Please be advised that for the posts that are being re-advertised, applicants who previously applied are encouraged to re-apply if they are still interested

CLOSING DATE : 19 July 2019

OTHER POSTS

POST 23/209 : DEPUTY DIRECTOR – KING CETSWAYO DISTRICT REF NO: DAC 15/19
REQUIREMENTS:
An appropriate Bachelor’s Degree/ three 3 year tertiary qualification in Fine Arts, Arts and Drama, Creative Arts or equivalent qualification, coupled with a minimum of five [5] years relevant experience, three [3] of which should be at a managerial level/ Assistant Director and a proven track record experience in Arts and Culture. Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescripts applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Critical analysis, research, analytical and project management skills. Knowledge of PFMA. Computer Literacy (MS Word, Excel, Power Point, etc). Good communication skills (written and verbal). Valid code 8/EB driver’s license.

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

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

CLOSING DATE: 19 July 2019

POST 23/210: DEPUTY DIRECTOR – SECURITY SERVICES REF NO: DAC 19/19

SALARY: R733 257.00- R863 748.00 per annum (An all-inclusive package to be structured in accordance with the rules of Middle Management Service) (level 11)

CENTRE: Head Office, Pietermaritzburg
REQUIREMENTS : An appropriate Bachelor's Degree/ three (3) year relevant tertiary qualification in Security Management Environment, coupled with a minimum of five (5) years relevant experience, three (3) of which should be at a managerial level/Assistant Director: Ability to work in a multi-disciplinary team. Good understanding of the public service legislation and prescriptions applicable to Government, including systems and procedures. Ability to work independently, yet function optimally as part of a dynamic team. Good negotiation and conflict resolution skills. Critical analysis, analytical and project management skills. Experience in the investigation of corruption. Exposure to Criminal Procedure Act will be an added advantage. Direct experience in the following specific field of security is recommended viz: Physical security, Personnel security, Document security, Communication security, IT security and Security investigation. Good communication skills (written and verbal), Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver's license.

DUTIES : Render and coordinate security services and ensure the development and implementation of policies and procedures related to security in the Department. Render administration services related to security activities. Liaise with National Intelligence Agency on the security system in the Department. Advise on the provisioning of efficient security system. Render advice and support to the management on security related matters. Drive security awareness programmes and develop disaster management plans in the Department. Manage all resources allocated to the office. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES : Mr GS Qwabe: Tel. (033) 264 3400.
APPLICATIONS : Applications quoting the relevant reference number should be forwarded as follows:
The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.
FOR ATTENTION : Mrs NIS Mbhele
NOTE : Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representatively in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. NB: Please be advised that for the posts that are being re-advertised, applicants who previously applied are encouraged to re-apply if they are still interested.

CLOSING DATE : 19 July 2019
POST 23/211 : DEPUTY DIRECTOR: PLANNING AND POLICY- CORPORATE STRATEGY REF NO: DAC 20/19

SALARY : R733 257.00 – R 863 748.00 per annum (An all-inclusive package to be structured in accordance with the rules of Middle Management Service (level 11)

CENTRE : Pietermaritzburg, Head Office
REQUIREMENTS : An appropriate Degree/ National Diploma in Planning/Public Administration/ Development studies coupled with a minimum of three - five 3-5 years relevant experience, three 3 of which should be at a managerial level/ Assistant Director.
Knowledge of Public Service legislation and prescripts applicable to government, including systems and procedures. Knowledge of PFMA. Good work ethics, honesty, reliability and team work. Good office administration, planning and organizational skills. Excellent communication skills (written and verbal). Good interpersonal relation skills. Knowledge of projects management. Computer Literacy (MS Word, Excel, PowerPoint, etc. Good communication skills (written and verbal). Valid code 8/EB driver's license.

**DUTIES**

Manage the preparation and coordination of the development and review of departmental plans. Ensure the provision of the GIS function. Provide technical support and advice on matters related to departmental planning. Develop policies and strategies aimed at improving service delivery. Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

**ENQUIRIES**

Mr NP Chonco: Tel: (033) 264 3400

**APPLICATIONS**

The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.

**FOR ATTENTION**

Mrs NIS Mbele

**NOTE**

Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver's license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail or courier as the Department will not take responsibility for non-collection of these applications. It is our intention to promote representatively in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. **NB:** Please be advised that for the posts that are being re-advertised, applicants who previously applied are encouraged to re-apply if they are still interested.

**CLOSING DATE**

19 July 2019

**POST 23/212**

SENIOR LEGAL ADMINISTRATION OFFICER – LEGAL SERVICES REF NO: DAC 21/19

**SALARY**

R763 212.00 – R1 140 828.00 (An all-inclusive package to be structured in accordance with the rules of Middle Management Service/ OSD (MR6)

**CENTRE**

Head Office, Pietermaritzburg

**REQUIREMENTS**

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

**DUTIES**

Manage litigation cases affecting the Department. Implement the legislative drafting program emerging from the rationalization program. Provide general legal advice. Implement systems that promote legal compliance. Edit departmental policies. Draft departmental contracts. Manage and monitor departmental contracts in accordance with CMP [Contract Management Plan]. Manage all resources allocated to the
Directorate. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

APPLICATIONS : Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.

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

CLOSING DATE : 19 July 2019
POST 23/213 : VISUAL ARTS SPECIALIST: NON PERFORMING ARTS – ARTS DEVELOPMENT REF NO: DAC 22/19

SALARY : R470 040.00 – R553 677.00 per annum (level 10)
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : An appropriate Bachelor’s Degree or Diploma in Fine Arts, Arts and Drama, Creative Arts, coupled with a minimum of three – five (3-5) years’ relevant experience. Knowledge of legislation related to the Department and to the post. Knowledge of KZN Arts and Culture Industry. Knowledge of project management, planning and organizational skills Knowledge of community development. Youth Development Policy, Promotion of Access to Information Act, National Skills Development Strategy and Provincial Growth and Development Plan. Good communication (written and verbal) skills. Good interpersonal relations skills. Critical analysis and research skills. Problem Solving, Negotiation/Consultation and Presentation skills. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.

DUTIES : Monitor the functioning of Community Arts Centres (CAC s) and Cultural Institutions. Provide advice, guidance and input on policy, strategies and programmes to advance non performing/Visual Arts and Crafts visual and craft artists development in the Province. Monitor the implementation of Arts Development strategies and programmes for the enrichment of non-performing/visual arts and craft artists in the Province. Facilitate the provision of Grant-in-Aids to various non-performing/visual arts and craft artists and groups/cultural organizations through the KZN Arts and Culture Council. Facilitates programmes which encompass the coordination of Provincial non performing/visual arts and craft Festivals / Exhibition and Conferences. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES : Mr MJ Moloi: Tel. (033) 341 3600.
APPLICATIONS : Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts
Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representatively in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate’s/shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. NB: Please be advised that for the posts that are being re-advertised, applicants who previously applied are encouraged to re-apply if they are still interested.

CLOSING DATE : 19 July 2019

POST 23/214 : ASSISTANT DIRECTOR: RECORDS MANAGEMENT - ARCHIVES SERVICES REF NO: DAC 23/19

SALARY : R376 506.00 - R454 920.00 per annum (level 09)

CENTRE : Western Regional Office, Ladysmith

REQUIREMENTS : An appropriate three (3) year relevant tertiary qualification, coupled with a minimum of three – five (3-5) years relevant experience. Knowledge of all relevant Archival prescripts. Good communication skills (written and verbal). Good interpersonal relations skills. Knowledge of legislation related to the Department and to the post. Knowledge of project management, planning and organizational skills. Willingness to travel and work outside normal work hours. Critical analysis and research skills. Presentation and facilitation skills. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.

DUTIES : Monitor the development and implementation of records classification system and records management appraisal for approval. Monitor compliance to proper records management practices in governmental bodies and manage training. Provide professional support/advice to stakeholders and ensure promotion of archival services. Facilitate the development of records management procedure manuals and provide inputs to policies. Ensure preservation of non-public and public records. Manage all resources allocated within the Component. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES : Dr NF Biyela: Tel. (036) 637 7978.

APPLICATIONS : Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.

FOR ATTENTION : Mrs NIS Mbhele

NOTE : Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being
Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver's license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representatively in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. NB: Please be advised that for the posts that are being re-advertised, applicants who previously applied are encouraged to re-apply if they are still interested.

CLOSING DATE: 19 July 2019

POST 23/215: OCCUPATIONAL HEALTH AND SAFETY OFFICER: OCCUPATIONAL HEALTH AND SAFETY DIVISION- HRM&D REF NO: DAC 24/19

SALARY: R376 596.00 - R454 920.00 per annum (level 09)

CENTRE: Head Office, Pietermaritzburg


ENQUIRES: Mr NZ Hlongwa: Tel. (033) 341 3600

APPLICATIONS: Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boschoff Street, Pietermaritzburg, 3200.

FOR ATTENTION: Mrs NIS Mbhele

NOTE: Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these
applications. It is our intention to promote representatively in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. NB: Please be advised that for the posts that are being re-advertised, applicants who previously applied are encouraged to re-apply if they are still interested.

**POST 23/216**

**ASSISTANT DIRECTOR: CONDITIONS OF SERVICE AND REMUNERATION-HRM&D REF NO: DAC 25/19**

**SALARY**

R376 596.00 - R454 920.00 per annum (Level 09)

**CENTRE**

Head Office, Pietermaritzburg

**REQUIREMENT**

An appropriate three (3) year relevant tertiary qualification in Human Resources Management or related field, coupled with a minimum of three- five (3-5) years relevant experience, three (3) of which should be at a supervisory level. Good communication skills (written and verbal). Good interpersonal relations skills. Knowledge of legislation related to the Department and to the post. Knowledge of Basic Conditions of Employment Act. Knowledge of project management, planning and organizational. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.

**DUTIES**

Facilitate and control the administration and processing of conditions of service and employee benefits. Manage the efficient administration of all matters of employee remuneration related to conditions of service. Manage the employee exits [retirements and resignations] processes. Provide advice and guidance and input to policy. Manage resources allocated within the Section. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

**ENQUIRES**

Mr BS Mbatha: Tel. (033) 341 3600

**APPLICATIONS**

Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.

**FOR ATTENTION**

Mrs NIS Mbhele

**NOTE**

Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applications, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representatively in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. NB: Please be advised that for the posts that are being re-advertised, applicants who previously applied are encouraged to re-apply if they are still interested.

**CLOSING DATE**

19 July 2019
POST 23/217: ASSISTANT DIRECTOR: CENTRAL REFERENCE - LIBRARY SERVICES REF NO: DAC 26/19

SALARY: R376 596.00 - R454 920.00 per annum (level 09)
CENTRE: Head office, Pietermaritzburg

DUTIES: Coordinate the provision of centralized reference service. Manage the provision of a centralized special and subject information request services. Manage collection development and maintenance of Central Reference Section. Manage the provision of an on-going information service professional support to libraries, directorate and depots. Manage all resources allocated within the Sub- Component. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES: Applications quoting the relevant reference number should be forwarded as follows: Mr M Zuma (033) 341 3000.
APPLICATIONS: Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representatively in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. NB: Please be advised that for the posts that are being re-advertised, applicants who previously applied are encouraged to re-apply if they are still interested.

NOTE: Applications, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified.

CLOSING DATE: 19 July 2019

POST 23/218: ASSISTANT DIRECTOR: RESEARCH & CULTURE DIVERSITY - CULTURE DEVELOPMENT REF NO: DAC 27/19

SALARY: R376 596.00 - R454 920.00 per annum (level 09)
CENTRE: Head office, Pietermaritzburg
REQUIREMENTS: An appropriate three [3] year relevant tertiary qualification in Social science/Arts/ Administration/ Policy Development, coupled with a minimum of three – five (3-5) years relevant experience in cultural diversity/management environment. Knowledge of wide range of procedures and processes i.e. community development, community outreach, national skills development strategy, National youth development agency act. Knowledge of social cohesion and SA population policies. Knowledge of project management, planning and organizational skills. Computer Literacy (MS Word Excel, PowerPoint, etc). Valid code 8/EB driver’s license.
DUTIES: Monitor and report on the implementation of policies /programmes of cultural diversity. Coordinate and support the promotion of cultural diversity, research. Provide support in the co-ordination and hosting of cultural / heritage events. Participate in the review and development of policies/ strategies and content development. Manage all resources allocated within the section. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES: Mr MM Nhlapo (033) 341 3605.
APPLICANTS: Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.
FOR ATTENTION: Mrs NIS Mbhele
NOTE: Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representatively in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. NB: Please be advised that for the posts that are being re- advertised, applicants who previously applied are encouraged to re- apply if they are still interested.

CLOSING DATE: 19 July 2019
POST 23/19: EDUCATION, TRAINING AND DEVELOPMENT PRACTITIONER – TRAINING AND CAPACITY DEVELOPMENT HRM&D REF NO.DAC28/19

SALARY: R316 791.00 - R373 167.00 per annum (level 08)
CENTRE: Head Office, Pietermaritzburg

DUTIES: Co-ordinate the development, monitoring and evaluation of HRD Strategy/ Policies. Conduct skills research to determine training needs and facilitate Workplace Skills Plan implementation and reporting. Co-ordinate skills programmes and compilation of reports. Conduct training. Advise stakeholders including management on the implementation of the Workplace Skills Plan, and draft the Annual Training Report.

ENQUIRIES: Mr N Hlongwa: Tel. [033] 341 3600.
APPLICANTS: Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.
FOR ATTENTION: Mrs NIS Mbhele
NOTE: Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the
applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representatively in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. NB: Please be advised that for the posts that are being advertised, applicants who previously applied are encouraged to re-apply if they are still interested.

CLOSING DATE : 19 July 2019
POST 23/220 : LABOUR RELATIONS PRACTITIONER: EMPLOYEE RELATIONS AND PEOPLE MANAGEMENT - HRM&D REF NO: DAC29/19

SALARY : R316 791.00 - R373 167.00 per annum (Level 8)
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : An appropriate 3 year tertiary qualification in Human Resources, coupled with a minimum of two years relevant experience in labour relations environment. Knowledge of legislation related to the Department and to the post. Knowledge of project management, planning and organizational skills (written and verbal) skills. Good interpersonal relations skills. Critical analysis and research skills. Problem Solving, negotiation/ Consultation and Presentation skills. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.

DUTIES : Attend to misconduct and disciplinary matters, grievances, disputes and industrial action. Provide support regarding various labour relations proceedings. Provide advice and conduct workshops to employees on procedural matters relating to labour relations. Formulate and co-ordinate the implementation of policies/strategies.

ENQUIRIES : Mrs U Jugwanth: Tel. [033] 341 3600
APPLICATIONS : Applications quoting the relevant reference number should be forwarded as follows:
The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.

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

**CLOSING DATE** : 19 July 2019

**POST 23/221** : GRAPHIC AND VISUAL ARTIST: ARTS STUDIO AND PHOTOGRAPHY – MUSEUM SERVICES REF NO. DAC30/19

**SALARY** : R316 791.00 - R373 167.00 per annum (Level 8)

**CENTRE** : Head Office, Pietermaritzburg

**REQUIREMENTS** : An appropriate three (3) year tertiary qualification in Fine Arts/ Graphic Design or relevant qualification, coupled with a minimum of two (2) years relevant experience. Knowledge of exhibition techniques and tools. Stylistic and decorative knowledge. Sound interpersonal relations skills. Knowledge of presentation, problem solving, project management and policy formulation/analysis. Knowledge of conservation methods and Arts History. Good office administration, planning and organizational skills. Excellent communication [written & verbal] skills. Computer Literacy (Graphic design software, MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.

**DUTIES** : Plan and design Museum exhibitions. Conceptualize and produce graphic designs. Create and design displays enhancement props. Provide advice and technical support to affiliated Museum

**ENQUIRIES** : Mrs. N Zondi: Tel. [033] 341 9921/04.

**APPLICATIONS** : Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.

**FOR ATTENTION** : Mrs NIS Mbhele

**NOTE** : Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representatively in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. **NB:** Please be advised that for the posts that are being re-advertised, applicants who previously applied are encouraged to re-apply if they are still interested

**CLOSING DATE** : 19 July 2019

**POST 23/222** : HUMAN RESOURCE CLERK SUPERVISOR – EMPLOYEE PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM (EPMDS) - HRM&D REF NO. DAC 31/19 (2 POSTS)

**SALARY** : R257 508.00- R303 339.00 per annum (Level 07)

**CENTRE** : Head office, Pietermaritzburg

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**REQUIREMENTS**: A Senior certificate/ Grade 12 certificate, coupled with a minimum of three (3) years relevant experience. Good understanding of Public Service legislative framework applicable to government, including systems and procedures. Good communication (written and verbal) skills. Good office administration, planning and organizational skills. Knowledge of PERSAL system. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.

**DUTIES**: Facilitate the administration of the Performance Management Development System (EPMDS). Provide advice and guidance to officials in the Department in respect of Employee Performance Management Development System. Administer letters of outcome in respect of EPMDS appraisals to all officials within the Department. Conduct EPMDS Workshops. Compile Statistics and reports.

**ENQUIRIES**: Mr NZ Hlongwa: Tel. [033] 341 3000.

**APPLICATIONS**: Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.

**FOR ATTENTION**: Mrs NIS Mbhele

**NOTE**: Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photocopy copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representatively in the Department through the filling of these posts. The candidate of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. **NB**: Please be advised that for the posts that are being advertised, applicants who previously applied are encouraged to re-apply if they are still interested.

**CLOSING DATE**: 19 July 2019

**POST 23/223**: PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: REGIONAL OFFICE MANAGEMENT REF NO. DAC32/19

**SALARY**: R257 508.00-R303 339.00 per annum (Level 07)

**CENTRE**: Pietermaritzburg

**REQUIREMENTS**: Secretariat Diploma, or an equivalent appropriate qualification, coupled with a minimum of three – five (3–5) years’ relevant experience. Good telephone etiquette. Sound organizational skills. Good interpersonal skills. High level of reliability and confidentiality. Basic knowledge of PFMA. Knowledge of the relevant legislation, policies, prescripts and procedures. Knowledge of Batho Pele principles and Code of conduct. Language skills and ability to communicate well with people at different levels and from different backgrounds. Ability to act with tact and discretion. Ability to do research and analyze documents. Good communication skills [written and verbal]. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.

**DUTIES**: Provide secretarial/receptionist support services to the Chief Director. Provide support services to the Chief Director regarding meetings. Render support services to the Chief Director with the administration of the budget, including the compilation of commitment registers. Organize the Chief Director’s diary. Render general office management. Render registry services in office of the Chief Director. Acknowledge correspondence and type documents for the Chief Director. Study the relevant
Public Service and Departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.

ENQUIRIES : Mr L Mthathi: Tel. [033] 264 3400.
APPLICATIONS : Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.
FOR ATTENTION NOTE : Mrs NIS Mbhele
NOTE : Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representatively in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. NB: Please be advised that for the posts that are being re-advertised, applicants who previously applied are encouraged to re-apply if they are still interested.

CLOSING DATE : 19 July 2019
POST 23/224 : HUMAN RESOURCE CLERK SUPERVISOR – HUMAN RESOURCE INFORMATION AND KNOWLEDGE MANAGEMENT HRM&D REF NO. DAC33/19

SALARY : R257 508.00- R303 339.00 per annum (Level 07)
CENTRE : Head office, Pietermaritzburg
REQUIREMENTS : A Senior certificate/ Grade 12 certificate plus PERSAL certificate, coupled with a minimum of three (3) years relevant experience. Good understanding of Public Service legislative framework applicable to government, including systems and procedures. Knowledge of establishment and HR Prescripts. Knowledge of PERSAL system. Excellent communication skills (written and verbal). Good office administration, planning and organizational skills. Knowledge of PERSAL system. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license
DUTIES : Maintain establishment and Persal records. Provide PERSAL report information to relevant stakeholders. Render PERSAL help desk services. Conduct establishment audits and Persal clean up.
ENQUIRIES : Mr MK Moyo: Tel. [033] 341 3000.
APPLICATIONS : Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.
FOR ATTENTION NOTE : Mrs NIS Mbhele
NOTE : Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of
application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representatively in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. NB: Please be advised that for the posts that are being re-advertised, applicants who previously applied are encouraged to re-apply if they are still interested.

CLOSING DATE: 19 July 2019
POST 23/225: GENERAL WORKER: SKINNER CAMP - SOUTHERN REGIONAL OFFICE REF. NO. DAC34/19

SALARY: R102 534.00 - R120 780.00 per annum (Level 2)
CENTRE: Pietermaritzburg
REQUIREMENT: Standard 8/ ABET certificate or equivalent certificate. General knowledge of utilizing cleaning equipment. Knowledge of occupational health and safety measures. Basic communication skills [written and verbal].
ENQUIRIES: Mrs HC Gumede (033) 345 3171.
APPLICATIONS: Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.
FOR ATTENTION: Mrs NIS Mbhele
NOTE: Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver's license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representatively in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. NB: Please be advised that for the posts that are being re-advertised, applicants who previously applied are encouraged to re-apply if they are still interested.

CLOSING DATE: 19 July 2019
POST 23/226: GENERAL WORKER – LIBRARY COORDINATION AND PROMOTION: NORTHERN REGIONAL OFFICE, PINETOWN DEPOT REF NO. DAC35/19
SALARY: R102 534.00 - R120 780.00 per annum (Level 2)
CENTRE: Pinetown Depot
REQUIREMENTS: Senior certificate /Grade 12 certificate or equivalent certificate. Literacy and numeracy skills. Good communication (written & verbal) skills.
DUTIES: Provide assistance with the dispatch of books and collection of Library material from affiliated libraries. Ensure that library material are organized correctly for retrieval at Library Depot. Provide assistance at Library book exchanges with affiliated libraries. Ensure physical standards of library material maintained for loan by affiliated libraries. Provide labour support for movement of library material and equipment.
ENQUIRIES: Ms Z Nkosi: Tel. (031) 345 2226
APPLICATIONS: Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.
FOR ATTENTION: Mrs NIS Mbhele
NOTE: Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit separate forms Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representatively in all occupational categories in the department. The candidate/s shortlisted for SMS position/s will be subjected to mandatory technical exercise before the interview process and thereafter, if successful, will undergo a competency assessment as per DPSA directives. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed. NB: Please be advised that for the posts that are being re-advertised, applicants who previously applied are encouraged to re-apply if they are still interested.
CLOSING DATE: 19 July 2019

KWAZULU NATAL DEPARTMENT OF HEALTH
Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representativeness in all occupational categories in the department.

MANAGEMENT ECHELON

POST 23/227: CLINICAL MANAGER (MEDICAL MANAGER) REF NO: CTK16/2019

SALARY: R 1 173 900 all-inclusive package plus 18% inhospitable allowance Commuted Overtime (subject to approval)
CENTER: Christ the King Hospital
REQUIREMENTS: Senior certificate/grade 12, MBCHB Degree qualification Registration with the HPCSA as a Medical Practitioner. Proof of current registration as a Medical Practitioner with HPCSA. A minimum of 6 years' experience after registration as a Medical Practitioner with HPCSA. 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. Knowledge And Skills: Knowledge of health legislation and policies at public institution. Excellent human, communication and leadership skills. Sound knowledge and clinical skills. Ability to develop policies. Computer literacy, Sound negotiation, planning, organizing, decision making and conflict management skills, Good team building and problem solver. Knowledge of medical disciplines and management skills. Knowledge and experience in District Health System. A qualification in family medicine would be a recommendation.
Provide the management, support and supervision to all Medical staff, pharmacy services and allied health professional services. Provide optimal health care by utilizing SMART key result Areas in carrying out the objective of the department. Formulate policies and procedures for medical services and ensure that they are in accordance with the current statutory regulations and guidelines. Ensure the provision of protocols and guidelines to Doctors. Provision of quality care, assisting team members with quality assurance, quality improvement projects, mobility and mortality reviews, monthly audits development of clinical guidelines, policies as per specialty. Participate in quality improvement Programmers. Ensure the provision of outreach services. Formulate strategic plans in keeping with the requirements of the hospital. Ensure control monitoring of the hospital budget. Maintain discipline in relevant departments. Ensure continuous monitoring of morbidity and mortality through clinical audits. Provision of quality advanced comprehensive community health care through provision of preventative, curative and rehabilitative services. Provision of administrative services. Overtime is compulsory.

The following documents must be submitted: (a) Application for Employment Form (Z83), which is available from any Government Department OR the web site www.kznhealth.gov.za. (b) Certified copies of highest educational qualifications- not copies of certified copies. Curriculum vitae, certified copy of Identity Document Certified copies of Registration certificates. Reference number must be indicated in the column provided on the form Z83. This Department is an equal opportunity, affirmative action employer whose aim is to promote representativeness in all occupational categories in the department. Please note. That due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. People with disability must feel free to apply. The Employment Equity target preference is African Male. NB: Failure to comply with the above instructions will disqualify applicants. Due to financial constraints, No S&T claims will be compensated to shortlisted candidates. The appointment is subject to the positive outcome obtained from the State Security Agency to the following checks: (security checks, Credit records, qualification, citizenship and previous experience verifications).

The following documents must be submitted: (a) Application for Employment Form (Z83), which is available from any Government Department OR the web site www.kznhealth.gov.za. (b) Certified copies of highest educational qualifications- not copies of certified copies. Curriculum vitae, certified copy of Identity Document Certified copies of Registration certificates. Reference number must be indicated in the column provided on the form Z83. This Department is an equal opportunity, affirmative action employer whose aim is to promote representativeness in all occupational categories in the department. Please note. That due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. People with disability must feel free to apply. The Employment Equity target preference is African Male. NB: Failure to comply with the above instructions will disqualify applicants. Due to financial constraints, No S&T claims will be compensated to shortlisted candidates. The appointment is subject to the positive outcome obtained from the State Security Agency to the following checks: (security checks, Credit records, qualification, citizenship and previous experience verifications).

The following documents must be submitted: (a) Application for Employment Form (Z83), which is available from any Government Department OR the web site www.kznhealth.gov.za. (b) Certified copies of highest educational qualifications- not copies of certified copies. Curriculum vitae, certified copy of Identity Document Certified copies of Registration certificates. Reference number must be indicated in the column provided on the form Z83. This Department is an equal opportunity, affirmative action employer whose aim is to promote representativeness in all occupational categories in the department. Please note. That due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. People with disability must feel free to apply. The Employment Equity target preference is African Male. NB: Failure to comply with the above instructions will disqualify applicants. Due to financial constraints, No S&T claims will be compensated to shortlisted candidates. The appointment is subject to the positive outcome obtained from the State Security Agency to the following checks: (security checks, Credit records, qualification, citizenship and previous experience verifications).

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The successful applicant will be required to perform after hour duties and be part of a multi-disciplinary team when deemed necessary.

**ENQUIRIES**: Dr T C Hardcastle: Tel no: 031 240 1920

**APPLICATIONS**: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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

**CLOSING DATE**: 12 July 2019

**POST 23/229**: MEDICAL SPECIALIST X 1 REF NO: MEDSPECTRAUMA/TRANSPLANT/2/2019

Department: Trauma and Transplant

**SALARY**
- Grade 1: R 1 106 040 pa all-inclusive salary Package (excluding commuted overtime)
- Grade 2: R 1 264 623 pa all-inclusive salary Package (excluding commuted overtime)
- Grade 3: R 1 467 651 pa all-inclusive salary package (excluding commuted overtime)

**CENTRE**: Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**: Fellowship in Surgery of the College of Medicine of South Africa or equivalent, and registration with the Health Professions Council of South Africa. Applicants must be registered as a specialist in surgery at the commencement of duties. Current registration with HPCSA as Medical Specialist –Surgery. The appointment to Grade I requires no experience. The appointment to Grade II requires appropriate qualification, specialist registration certificate plus 5 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery. The appointment to Grade III requires appropriate qualification, specialist registration certificate, plus 10 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery. Recommendations: Applicants must be in possession of an appropriate higher surgical qualification and currently / eligible to be registered with the Health Professions Council of South Africa. Preference will be given to applicants who have at least experience in the management of transplant and including Critical care / ICU experience. Calls will include cover of Transplant and Trauma Unit. Completion of ATLS, eFAST course, MIMMS and, or ACLS/PALS. Transplant or access catheter experience.

**DUTIES**: Participation in the clinical transplant and trauma services: inter-disciplinary in-house coordination of the management of the patients: supervision of the surgical trainees rotating through the trauma and transplant units: ensuring the highest standards of clinical, professional, and ethical behaviour: assist in teaching of undergraduate medical students, postgraduate surgical trainees: conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act: promote education in trauma prevention and transplant community awareness.

**ENQUIRIES**: Dr S Bhadree Tel no: 031 240 1920

**APPLICATIONS**: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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

CLOSING DATE : 12 July 2019

POST 23/230 : MEDICAL SPECIALIST - (GRADE 1, 2, 3) REF NO: GS 43/19
Component – Orthopaedics

SALARY : Grade 1: R 1 106 040.00 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
Grade 2: R 1 264 623.00 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
Grade 3: R 1 467 651.00 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

CENTRE : Greys Hospital, Pmb Metropolitan Hospitals Complex

REQUIREMENTS : Minimum Requirements: A qualification in Health Science plus FCS Ortho (SA) or MMed in Orthopaedics or Equivalent qualification Registration with Health Professions Council of South Africa as a Specialist in Orthopaedics
Recommendations: 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 in the relevant discipline
Grade 3 Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline
Comprehensive knowledge base of a specialist Orthopaedic surgeon in a regional or tertiary hospital setting. Surgical and practical skills required from a specialist in Orthopaedic surgery in a regional or tertiary hospital setting.
Possess sound knowledge of Human Resource Management, budgeting, programme implementation, monitoring and evaluation, information management and quality assurance programmes.
Knowledge of current Health and Public Service Legislation, Regulations and Policy including medical ethics, epidemiology, budget control and statistics.
Good communication, leadership, decision-making and clinical skills.

DUTIES : Key Performance Areas: Service Provision: Participate in outpatient assessment and treatment, ward rounds and operative treatment of orthopaedic patients. Continuously monitor service delivery, both at Grey's hospital and referring hospitals, and to institute quality improvement measures to correct deficiencies. Help with the development of District and Regional Orthopaedic Level of Care where the need exists Participate in cost containment activities / practices Participate in provision of emergency after-hour services Management: Assist in administrative duties related to the optimal functioning and service delivery in orthopaedics at Grey's Hospital and the relevant referral hospitals. Develop protocols and clinical pathways for effective/efficient management of acute and chronic Orthopaedic conditions Ensure that data is collected, analysed on the state of Orthopaedic Service in Outlying Drainage Areas to enable Policy/Strategy development. Participate in Clinical Governance (Morbidity / Mortality) Academic / Research: Provide both Academic and Clinical service functions at the Hospital, including ward rounds, outpatients clinics, clinical training ward rounds. Train under- and post-graduate students on both bedside training and classroom training at the hospital Participate in both academic and clinical administrative activities as delegated by the Head of Department Participate in Student/Registrar Assessments Relevant Research ad dictated by clinical need

ENQUIRIES : Dr M.E. Senoge Tel no: 033 897 3299
APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
FOR ATTENTION NOTE : Mr KB Goba
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. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the
CLOSING DATE : 12 July 2019

POST 23/231 : MEDICAL SPECIALIST: REF NO: ST 19/2019 (X1 POSTCENTRE: STANGER HOSPITAL

Component: Psychiatry
Recommendation: Research and Management experience is desirable

SALARY : Grade 1: R1 051 368.00 per annum all inclusive package + a fixed commuted overtime & 18% inhospitable allowance.
Grade 2: R1 202 112.00 per annum all inclusive package + fixed commuted overtime & 18% Inhospitable Allowance.
Grade 3: R 1 395 105.00 per annum all inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance.

REQUIREMENTS : Knowledge, skills and experience required: Grade 1 Minimum requirements: A tertiary qualification (MBCHB) or equivalent, plus Current registration with the Health Professional Council of South Africa as a Specialist in Psychiatry. Grade 2 Minimum Requirements: A tertiary qualification (MBCHB or equivalent) plus, Current registration with the Health Professional of South Africa as a Specialist plus, Five (5) years post registration experience as a Medical Specialist in Psychiatry. Grade 3 Minimum requirements: tertiary qualification (MBCHB or equivalent) plus, A valid registration with the Health Professionals Council of South Africa in Specialist plus Ten (10) years post registration experience as a Medical Specialist in Psychiatry. Outstanding clinical skills in field of Psychiatry (all round) preferable obtained in Public service environment. Ability and practical experience to setup and provide training program for under and post graduates. Develop and review clinical protocols and guidelines for the Psychiatry department. Quality Management (Improvement, assurance, audits etc) Leadership, people management, problem solving, decision making and communication skills. Mentoring, coaching. Facilitation, teaching and training skills. General Management Skills: Human resources, legislation and guidelines.

DUTIES : Control and Management of clinical services as delegated. Maintain satisfactory clinical, professional and ethical standards related to these services. Conduct, assist and stimulate research. Promote community and forensic mental health practice. Conduct outpatient clinics and provide expert opinion when required. Attend administrative matters that pertain to Psychiatry unit. Training of junior medical staff and CME for nursing staff. Develop hospital and community based mental health services. To do outreach visits to health facilities in Ilembe District. Interrogate mental health services with other disciplines. Improve adherence to mental health act and legislation. To ensure correct implementation of MHCA. To perform compulsory commuted overtime in line with hospital needs. NB. Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution.

ENQUIRIES : Dr N Mudaly (Head Clinical Unit) Tel No: 032- 437 6103
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/or recently 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 19/2018. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records,
qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s).

CLOSING DATE : 29 March 2019

POST 23/232 : MEDICAL SPECIALIST X 1 REF NO: MEDSPECBURNS&TRAUMA/1/2019
Department: Burns & Trauma Unit

SALARY : Grade 1: R 1 106 040 pa all-inclusive salary Package (excluding commuted overtime)
Grade 2: R 1 264 623 pa all-inclusive salary Package (excluding commuted overtime)
Grade 3: R 1 467 651 pa all-inclusive salary package (excluding commuted overtime)

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Applicants must be in possession of an appropriate higher surgical qualification (General or Plastic Surgery) and currently registered with the Health Professions Council of South Africa. Current registration with HPCSA as Medical Specialist – Surgery. The appointment to Grade 1 requires no experience. The appointment to Grade 2 requires appropriate qualification, specialist registration certificate plus 5 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in General/Plastic Surgery. The appointment to Grade 3 requires appropriate qualification, specialist registration certificate, plus 10 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery/Plastic Surgery. Recommendations Preference will be given to applicants who have interest in the management of severe burns and including those with Critical care / ICU experience. Completion of ATLS, and, either ACLS or PALS required. Burns Fellowship advantageous.

DUTIES : Participation in the clinical burns services: inter-disciplinary coordination of the management of the severely burned patient; assessment of external burn consultations: supervision of the MO staff within the unit: ensuring the highest standards of clinical, professional, and ethical behavior: undertake teaching of undergraduate medical students as required, postgraduate surgical trainees, and allied health care personnel conduct, assist, and stimulate research within the ethical guidelines of the Health Care Act : promote education in burn prevention. Participation in Trauma/TICU after-hours roster (on-call duties).

ENQUIRIES APPLICATIONS : Dr T C Hardcastle: Tel no: 031 240 2389

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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

CLOSING DATE : 12 July 2019

POST 23/233 : MEDICAL SPECIALIST: REF NO: GJGMR 18/2019 (X1 POST)
Component: Surgery

CENTRE : Gig Mpanza Regional Hospital

SALARY : Grade 1: R 1 106 040.00 per annum all – inclusive package + a fixed commuted overtime & 18% Inhospitable allowance
Grade 2: R 1 264 623.00 per annum all- inclusive package + fixed commuted overtime &18% Inhospitable Allowance
Grade 3: R 1 467 650.00 per annum all- inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance.

REQUIREMENTS : Knowledge, Skills And Competencies: Grade 1 Minimum requirements: A tertiary qualification (MBCHB) or equivalent), plus Current registration with the Health Professional Council of South Africa as a Specialist in Surgery Grade 2 Professional
of South Africa as a Specialist plus, Five (5) years post registration experience as a Medical Specialist in Surgery: **Grade 3:** Minimum requirements A tertiary qualification (MBCHB or equivalent) plus, A valid registration with the Health Professionals Council of South Africa in Specialist plus Ten (10) years post registration experience as a Medical Specialist in Surgery. Sound Knowledge and clinical skills in the management of surgical patients including trauma patients. Ability to supervise and teach junior staff. Good communication, inter-personal and management skills. Sound professional and ethical values, and a concern for excellence.

**DUTIES**

Assist the Head of Unit with the following: Sound knowledge and clinical skills in the management of surgical patients including trauma patients. Ability to supervise and teach junior staff. Good communication, inter-personal and management skills. Sound professional and ethical values, and a concern for excellence. To provide safe, ethical and high quality of care through the development of standards, audits, research and risk assessment in the following areas – clinical and customer care (patient perspective), To develop a monitoring and evaluation system with performance indicators, outputs, outcomes and targets in agreement with institutional management. Perform outreach service as designated by the Head of Unit. 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 teamwork and improve relations within and between other specialties and other stakeholders within the referral system to improve service delivery capacity. Develop, monitor and evaluate health promotion and health education interventions for the Ilembe District in consultation with stakeholders. Plan and provide continuous medical education to multidisciplinary team members. Manage performance of junior staff within the area of control. Assist with the process to plan, monitor and evaluate the cost effectiveness of services provided. Align clinical service delivery plans and priorities with the hospital plans and priorities. Maintain satisfactory clinical, professional and ethical standards related to the unit. Liaison with heads of other disciplines, management of clinical staff. To provide effective and efficient specialist consultant care service at regional level within the scope of acceptable and up to date practices in order to contribute to optimal health care. Maintain satisfactory clinical professional and ethical standards related to surgery. Training of medical and nursing staff. Conduct outpatient clinics and provide expert opinion. Provide a support service for hospitals and clinics in Ilembe District. Liaison with other heads of disciplines. Provide specialist services for inpatient, outpatient, and after hours services. To perform compulsory commuted overtime in line with hospital needs.

**ENQUIRIES**

Dr ZR Khan (Head Clinical Unit) Tel No: 032- 437 6157/0824094097

**APPLICATIONS**

Applications to be forwarded to: Human Resources Department, The Human resource manager, GJG Mpanza Regional 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. GJGMR 18//2019 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s).

**CLOSING DATE**

12 July 2019

**OTHER POSTS**

**POST 23/234**

MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 44/19

Component – Internal Medicine

**SALARY**

Grade 1 – R821 205.00 per annum
Grade 2 – R938 964.00 per annum
CENTRE
REQUIREMENTS:
Greys Hospital, Pietermaritzburg Complex
Recommendation Minimum Requirements MBChB Degree plus Current registration with the Health Professions Council of South Africa as an Independent Medical Practitioner by the time of appointment. Community services doctors may be considered provided they are registered as an Independent Medical Practitioner within a month of the closing date. Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as an independent Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as an independent Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Grade 3: Experience: 10 years’ experience after registration with the HPCSA as an independent Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa ACLS course completed (current valid certificate) Studying for, or successfully completed, Primary (Part 1) examinations in Internal Medicine.

DUTIES:
Key Performance Areas: Medical care of patients: Level of care required – medical care appropriate to Grey’s Hospital, a tertiary and referral health facility; Sub-discipline rotations – terms of duty in any or all sub-disciplines of Internal Medicine will be required and will include Neurology, Dermatology and ICU, depending on the needs of the services; Overtime requirements – commuted overtime is mandatory if required by operational demands; Geographical limits – the post(s) will be based at Grey’s but you will be expected to perform duties at various health Facilities, which will include rotations at facilities within the Pietermaritzburg metropole (Edendale, Northdale and Greys Hospital). Outreach services to facilities in Area 2 may be required either regularly or from time to time. Administration and management: Supervise junior medical staff, including in clinical work, attendance, time management, conflict management etc.; Service logistics – assist in administrative aspects of running the Department e.g. roster and rotation planning, clinical and Operational protocol development; Quality improvement – assists and participates in quality improvement, including audits.

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:
Mr. KB Goba
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. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 44/19. 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).

CLOSING DATE:
12 July 2019
POST 23/235:
ASSISTANT NURSING MANAGER REF NO: FNH 03/2019
(Specialty Unit)

SALARY:
R 614 991.00 – R 692 166.00 per annum other Benefits 13th Cheque, Medical Aid (optional), Home Owners Allowance, etc., (employee must meet the prescribed requirements).

CENTRE
REQUIREMENTS:
Fort Napier Psychiatric Hospital
Senior Certificate (Grade 12) Standard 10 or equivalent (Vocational National Certificate) Degree/Diploma in General and Psychiatric Nursing; Diploma in Advanced Psychiatric Nursing; A minimum of 10 years appropriate/recognizable
experience in nursing after registration as a Professional Nurse with the SANC in General Nursing; At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification in Advanced Psychiatry Nursing; A minimum of 3 years of the period referred to above must be appropriate/recognizable experience at supervisory level; Proof of current and previous work experience endorsed and signed by Human Resource i.e. certificate of service and Current registration with SANC (2019)

Knowledge, Skills, Training And Competencies Knowledge of nursing prescripts, policies, procedures and protocols. Knowledge and experience of the Public Service Policies, Acts and Regulations, Sound Management, Negotiation, Interpersonal and problem solving skills. Knowledge of Human Resource matters, Labour Relations and Disciplinary procedures and Basic Financial Management skills Good verbal and written communication, problem solving and project management skills; Ability to function well within the team; and Basic computer literacy.

Key Performance Areas Provide guidance and leadership towards the realization of the Institutional strategic and operational goals.Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care within legal framework. Ensure that sound labour relations is promoted on night duty and practiced within the scope of labour and other relevant prescripts. Ensure that the environment complies with the Health and Safety regulations and other relevant prescripts in order to minimize risks. Ensure that staff adheres to the standard precautions and that their welfare is maintained to achieve optimal productivity. Exercise control of expenditure by ensuring efficient and effective management of material and human resources. Ensure the implementation of national, provincial and district quality improvement initiatives at the hospital level and Conduct nursing staff meetings to disseminate information such as updates on nursing, new policies etc.

ENQUIRIES : Mrs TN Ngcobo (033) 260 4341
APPLICATIONS : Must Be Forwarded To: The Human Resource Department Fort Napier Hospital Po Box 370 Pietermaritzburg 3200 Hand delivered to: 01 Devonshire Road Napierville Pietermaritzburg 3201
ATTENTION : MS. M.B. Zungu
CLOSING DATE : 12 July 2019
POST 23/236 : OPERATIONAL MANAGER (PHC) GR1 REF NO: DARN 02 /2019 (1 POST)
Component: Darnall Clinic
SALARY : Notch R 562 800.00 pa Plus 8% rural allowance
CENTRE : Ilembe Health District Office Benefits 13th Cheque, home owner’s allowance, and Medical aid optional (Employee must meet prescribed conditions)
REQUIREMENTS : Grade 12 (Senior certificate) Standard 10/or ( Vocational National Certificate),Degree / Diploma in General Nursing Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus current registration with SANC as General Nurse and Primary Health Care plus a minimum of 9 years appropriate/ recognizable nursing experience after registration as General Nurse of which 5 years must be appropriate/ recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Good report writing and time management skills, understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Ability to provide mentoring, team building, supervisory skills and coaching to her/his supervisees. Good communication, interpersonal relations, counseling, conflict management skills and decision making. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients’ Rights Charter, Labour Relations Act, Grievance Procedures and Finance policies etc.Leadership, organizational, decision making and problem solving skills, conflict handling and counseling. Co-ordination and planning skills, Ability to assist in formulation of patient care related policies. Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached. Recommendation Valid Code EB Driver’s license (Code8)
DUTIES : Implementation of Quality Improvement Plan. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control and allocation of Human and Material resources. Facilitate that the clinic has functional clinic committee and ensures community participation. Plan and monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance according to EPMDS. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Facilitate provision of clinical services, educational services and be involved in medical research. Evaluate and monitor compliance with clinical protocols norms and standards within the clinic. Analyze and interpret statistic including PHC Programme indicators. Participate in Operation Sukuma Sakhe Programme. Facilitate the realization and maintenance of
ENQUIRIES: Mrs R. Bhagwandin (Operational Manager: PHC Supervisor)Tel No: 032 - 5513686
APPLICATIONS: Applications to be forwarded to: Human Resources Department, The Acting District Director, Ilereme Health District Office, Private Bag X 10620, Stanger 4450
FOR ATTENTION: Human Resource Section
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 ID 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. SHAK 01/2019. NB: Failure to comply with the above instruction will disqualify applicants. Please note that, due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC)). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post
CLOSING DATE: 12 July 2019
POST 23/237: CLINICAL NURSE PRACTITIONER (PHC) GRADE 1: REF NO. EZA 02/2019 (1 POST)
Re-Advertisement
SALARY: Grade 1: R 383 226.00 - R 444 276.00 per annum
Grade 2: R 471 333.00 - R 579 696.00 per annum Other Benefits 13th Cheque, Medical Aid (optional), Home Owner Allowance (subject to employee meeting prescribed requirements) plus 8% Rural Allowance
CENTRE: Ezakheni Nr 2 Clinic
REQUIREMENTS: Senior certificate/Grade 12 or equivalent qualification. Degree /Diploma in General Nursing and Midwifery. Current registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery (2019). Post Basic Diploma in Clinical Nursing Science, Health assessment, Treatment and care (PHC) with a duration of at least one (1) year. Certificate of Service Endorsed by Human Resource Department. Appropriate/recognizable experience after registration in the Post Basic Qualification is recognized to determine the salary on appointment. Only certificate of service from the previous employer/s is recognized for this purpose. Grade 1 minimum of four (4) years appropriate/recognizable Nursing experience after registration as Professional Nurse with the SANC in General Nursing plus Clinical Nursing Science. Grade 2: A minimum of 14 years actual service and/or appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period must be appropriate/recognizable experience in PHC after obtaining the relevant 1 year post basic qualification required for the relevant specialty. The ideal candidate must possess: Knowledge and experience of Public Service Policies, Acts and Regulations. Sound Management, negotiation, interpersonal and problem solving skills. Good verbal and written communication skills. Knowledge of Labour Relations and disciplinary procedures. Clinical competencies. Knowledge of nursing care delivery approaches. Analytical thinking, decision-making and conflict management skills
DUTIES: Key Performance Areas: Provision of nursing comprehensive of service according to PHC CORE packages. Provision of quality comprehensive health care (preventative and promote curative and rehabilitative) services. Provision of administration services. Involvement with community meetings and committees. Provision of educational services through clinical teaching, training and continuous evaluation of employees. Responsible for scree, diagnosis and management of patients at Primary Health Care level. Initiate treatment, implementation of programme and evaluation patients clinical conditions. Initiate community protection, involvement in Operation Sukuma Sakhe projects. Work as part of multidisciplinary team to ensure quality nursing care and target on priority programmes are achieved. Involved in clinical audits. Data management. Advocate for professionalism and ethics. Ensure the efficient and effective control of surgical sundries,
pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and Labour relation issues in terms of laid down policies/procedures. Evaluate and follow up patients during clinic visits. Attend and participate in doctor’s visits. Participate in out-reach services.

**ENQUIRIES**
Mrs C.I. Ndlovu Tel no: 036 6379600

**APPLICATIONS**
All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X 9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION**
Mr S.D. Mdletshe

**NOTE**
Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), and registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting), credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful.

Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/ Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please This department is an equal opportunity, affirmative action employer, whose aim is to produce representivity in all occupational categories in the Department note that no S&T payments will be considered for payment to candidates that are invited for interview.

**CLOSING DATE**
19 July 2019

**POST 23/238**
PROFESSIONAL NURSE SPECIALITY (ADVANCED MIDWIFERY) REF NO: GROUT 01/2019 (1 POST)
Component: Groutville Clinic

**SALARY**
Grade 1 - R 383 226.00 pa Plus 8% rural allowance
Grade 2 - R 471 333.00 pa Plus 8% rural allowance Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional (Employee must meet prescribed conditions)

**CENTRE**
ILembe Health District Office

**REQUIREMENTS**
**Grade 1:** Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree / Diploma in General Nursing Science plus, (1) year post basic qualification in Midwifery and Neonatal Nursing Science (Advanced midwifery), current registration with SANC as General Nurse and Advanced midwifery, a minimum of 4 years appropriate/recognizable nursing experience as a General Nurse. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree/Diploma in General Nursing Science plus, (1) year post basic qualification in Midwifery and Neonatal Nursing Science (Advanced midwifery), current registration with SANC as General Nurse with Midwifery and Neonatal Nursing Science (Advanced midwifery) plus, a minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable Advanced midwifery experience after obtaining a one year post basic qualification in Midwifery and Neonatal Nursing Science (Advanced midwifery), proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached. Recommendations: Valid Code EB Driver’s license (Code8); Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients’ Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, co-ordination and planning skills. Team building and supervisory skills, good interpersonal relationship skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.
DUTIES: Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for obstetric unit. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Able to plan and organize own work and that of support personnel to ensure proper nursing. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient’s needs and expectations according to Batho Pele Principles. Diagnose and manage obstetric emergencies in the absence of a Doctor e.g. 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. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Facilitate facility perinatal Mortality review or meetings.

ENQUIRIES: Mr. P Makhani (Operational Manager: Phc Supervisor) Tel no: 032 - 4373600
APPLICATIONS: Applications to be forwarded to: Human Resources Department, The Acting District Director, Ilembe Health District Office, Private Bag X 10620, Stanger 4450
FOR ATTENTION: Human Resource Section
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. SHAK 01/2019. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post

CLOSING DATE: 12 July 2019

POST 23/239: PROFESSIONAL NURSE, SPECIALITY (ADVANCED MIDWIFERY AND NEONATAL CARE) REF NO: MBO 03/2019 (1 POST)
Re-advert those who had previously employed are encouraged to apply

SALARY:
Grade 1: R 383 221.00-R 444 276.00 per annum
Grade 2: R 471 333.00-R 514 579.00 per annum

CENTRE: Mbongolwane District Hospital

REQUIREMENTS:
Grade 1 Experience: A minimum of 4 years appropriate/recognizable experience as a General Nurse One (1) year post basic qualification in Advanced Midwifery and Neonatal Care Grade 2 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/ Senior certificate/ Matric or equivalent. National Diploma / Degree in General Nursing, current Registration with SANC as General Nurse and relevant speciality (2019 receipt). Certificate of service endorsed by Human Resource Department. Verification of experience endorsed from your Supervisor. Knowledge, Skills, Training and Competencies required: -Knowledge of Public Service Policies, Acts and Regulations. Good verbal and written communication and report writing skills. Knowledge of code of conduct, Labour Relations, Conflict Management and negotiation skills. Ability to function within a team. Skills in organising, planning and supervising. Knowledge of Batho pele principles and Patients Right Charter.

DUTIES: Key Performance Areas: - Provision of quality nursing care through the implementation of standards. To develop and ensure implementation of nursing care plans. To participate in quality improvement programmes and clinic audit. To uphold
the Batho Pele and patients right charter principles. Maintain accurate and complete patients’ records according to legal requirement. Participate in staff, students and patients teaching. Exercise control over discipline, grievance and Labour Relation issues according to laid down policies and procedures. Manage and supervise effective utilization of all resources e.g. human, financial, material. Participate in support of perinatal meetings. Improve perinatal mortality and mobility through implementation of priority programmes EMTCT, CARMMA, MBFI, and ESMOE. Provide quality nursing care for patients with obstetric and gynecological emergencies. Provide safety and therapeutic environment for PHC staff and public through implementation of infection prevention and control. Promote women and mother’s health. Assist in implementation of National core standards.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

Mrs. 2 Mthembu Tel no: 035 4766242
All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital
Human Resource Practices
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 certificates, Identity document and Driving Licence – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. 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). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered

CLOSING DATE
POST 23/240
SALARY
CENTRE
REQUIREMENTS
DUTIES

12 July 2019
CLINICAL NURSE PRACTITIONER (OUTPATIENT) (GRADE 1) REF NO: PCHC 05/2019
R383 226.00 per annum Benefits: 13th Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)
Phoenix Community Health Centre
Senior certificate/Matric or equivalent plus Degree / Diploma in General Nursing, Midwifery plus one year post basic qualification in Primary Health Care. Proof of current registration with SANC as General nursing and Primary Health Care (2019 receipt). Experience: Grade 1: A minimum of 4 years appropriate/recogizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Certificate of service from current/previous employers stamped by HR must be attached: Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislation such as Nursing Acts, Mental Act, OH&S Act, Knowledge of nursing care processes and procedure, Batho Pele Principles and Patients Right Charter, Labour Relations Act, Grievance Procedure etc., Display a concern for patient, promoting and advocating proper treatment, Sound understanding of legislation and related ethical nursing practices within a primary health care environment, Report writing skills, Time management skills, Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal skills. Good sight of procedures and policies pertaining to nursing care, Ability to assist in formulation of patient care related policies.

Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined from a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amiably at a supervisory level, with person of inert intellectual, culture race or religious differences. Able to manage own work time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Supervision of patient and provision of basic patient needs e.g oxygen, nutrition, elimination, fluids and electrolyte balance, safe and
therapeutically environment in the clinic using EDL guidelines. Ensure clinical interventions to client including administering of prescribed medication and ongoing observation of patient in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilisation and safe keeping of basic medical, surgical pharmaceutical and stock.

**ENQUIRIES** : Ms NA Magwaza (Deputy Manager Nursing) Tel No 031-538 0808

**APPLICATIONS** : Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe 4300

**FOR ATTENTION** : Ms H.S Khuzwayo

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

**CLOSING DATE** : 12 July 2019

**POST 23/241** : CLINICAL NURSE PRACTITIONER-(GRADE 1) X1 – (OUTREACH) REF NO: PCHC 06/2019

**SALARY** : R383 226.00 per annum Benefits: 13th Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)

**CENTRE** : Zn Health -Phoenix Community Health Centre

**REQUIREMENTS** : Senior certificate/Matric or equivalent plus Degree / Diploma in General Nursing, Midwifery plus one year post basic qualification in Primary Health Care. Proof of current registration with SANC as General nursing and Primary Health Care (2019 receipt). A valid Driver’s Licence (Code 08/Code10). Experience: Grade 1: A minimum of 4 years appropriate/ recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Certificate of service from current / previous employers stamped by HR must be attached: Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislation such as Nursing Acts, Mental Act, OH&S Act, Knowledge of nursing care processes and procedures, Batho Pele Principles and Patients Right Charter, Labour Relations Act, Grievance Procedure etc, Display a concern for patient, promoting and advocating proper treatment, Sound understanding of legislation and related ethical nursing practices within a primary health care environment, Report writing skills, Time management skills, Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal skills. Good sight of procedures and policies pertaining to nursing care, Ability to assist in formulation of patient care related polies.

**DUTIES** : Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined from a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of divert intellectual, culture race or religious differences. Plan and organise Health Promotion by addressing individual, family and health needs, raising the consciousness of health behaviour, enabling community mobilisation, participation and development for Health, by managing the Family Health Team members and ensuring an integrated team approach to disease prevention through the municipality (Sukuma Sakhe), environmental health, social development and education system, locally active Not for Profit Organisations. Managing the Family Health Team members and ensuring an integrated team approach to disease prevention through the municipality (Sukuma Sakhe), environment health, social development and education system, locally active Not for Profit Organisations. Develop and plan to provide health care interventions and systems to address home based management of prevalent conditions in the municipal ward to provide care in an integrated and comprehensive manner such as palliative care through the enrolled nurses, families and Community Care Givers, follow up neonatal care through Community Care Givers and nursing home visits, provided treatment (injections) to avoid long term admission to hospitals, and follow up of disabled persons to prevent deterioration. These activities include clinical work at clinics. Facilitate and assess development of
capacity of the enrolled nurse and Community Care Givers to ensure compatibility with the National Health model for Ward based Outreach Teams, requiring care, food gardens, exercise for health groups. Lead the Family Health Team to develop and sustain support groups for Health activities such as breast feeding support groups, HIV positive persons support groups, supports groups for families with intellectually challenged members, support groups for persons with mental illness, weight control groups, and physical activity groups. Ensure accurate community profiling in terms if health and appropriate health actions plans. Verify data collected by team members and compile submission to the Operations Manager. Facilitate monitoring and evaluation activities through meetings and activities, direct supervision and performance appraisals, rapid community appraisals, analysis of clinic data, focus groups, and individual interviews or questionnaires.

**ENQUIRIES**: Mr MA Ndlovu (Deputy Manager Nursing) Tel No 031-538 0808

**APPLICATIONS**: Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe 4300

**FOR ATTENTION**: Ms NA Magwaza

**NOTE**: Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and recently certified copies of higher educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified ID copy, Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 03/2019. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply

**CLOSING DATE**: 12 July 2019

**POST 23/242**: PROFESSIONAL NURSE SPECIALTY GRADE 1 & 2: REF NO: HRM 26/2019 (02 POSTS)

Directorate: Department Of ICU

African male and people with disability are encouraged to apply

**SALARY**:
- Grade 1: R383 226.00 – R 444 276.00 per annum
- Grade 2: R 471 333.00 – R 579 696.00 per annum.

**CENTRE REQUIREMENTS**:
- Grade 1: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as professional nurse with SANC in general nurse. Plus one year post basic qualification in ICU or Nephrology specialty. **Grade 2**: Minimum of 14 years appropriate/recognizable experience in Nursing after registration as professional nurse with SANC in general nursing, of which 10 years must be appropriate/recognizable experience in the ICU or Nephrology specialty. Degree / Diploma in General Nursing. Registration with S.A.N.C. as a General Nurse and Specialty Nurse. One year Post Basic registration Degree/Diploma in Critical Care/Nephrology plus 4 years appropriate / recognizable registration experience as a General Nurse. Proof of current registration with SANC. Certificate of service endorsed by HR as a proof of experience. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework. Good communication skills-verbal and written. Co-ordination and liaison skills. Problem solving skills

**DUTIES**:
- Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality nursing care. Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital. Assist with allocation/change list, day and night duty rosters and inputs for leave. Assist in record keeping and provide statistical information on training and staffing. To assist in EPMDS evaluation of staff and implement EAP. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty. To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift. To partake in overall specialized unit functions, i.e. team building. Effective and efficient management of all resources. Liaise with professional Nurse in charge in surgical high care/renal unit . Allocation of Staff within the Directorate on rotational basis. To nurse a critically ill patient who is ventilated, on hemodialysis and on continuous venous hemodialysis. To nurse all types of patients regardless of diagnoses.
according to disease profile within the directorate. To nurse a paediatric ventilated/high care patient in ICU for close monitoring. Maintain professional growth/ethical standard and self-development. Haemodialysis of patients within the facility (King Edward VIII Hospital).

**ENQUIRIES**

Mr. BB Khoza (031) 360 3026

**APPLICATIONS**

hand delivered applications should be posted in to the red box marked “applications” next to the ATM in the administration building OR posted to Human Resource Manager, King Edward VIII Hospital, Private Bag X02, Congella, 4013

**NOTE**

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

**CLOSING DATE**

12 July 2019

**POST 23/243**

PROFESSIONAL NURSE SPECIALITY: OPERATING THEATRE & SDU: REF NO: CBH08/2019 (X1 POST)

**SALARY**

Grade1: R383 226.00- R444 276.00 per annum
Grade2: R471 333.00- R579 696.00 per annum
Other Benefits: 8% rural allowance, 13th cheque, Medical aid (optional) and home owners’ allowance (employee must meet a prescribed requirements)

**CENTRE**

Catherine Booth Hospital

**REQUIREMENTS**

Standard10, Senior certificate or Grade12.Diploma in General Nursing and midwifery basic R425 qualifications. Current registration with SANC 2019 to practice. Certificate/s of service endorsed and stamped by HR Department from current / former employer. Plus a minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Professional Nurse with 1 year Post basic certificate. A minimum of 14 years of appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC In General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining 1 year post basic qualification in the relevant speciality. Sound knowledge of nursing care. Sound of nursing care knowledge delivery approach. Sound knowledge of latest technology in theatre nursing. Sound knowledge of IPC, H&S and other policies. Knowledge in record keeping and communication skills.

**DUTIES**

Ability to handle obstetric and emergencies and high risk conditions. Provide safe, therapeutic environment as laid down by Nursing Act. Provide optimal, holistic specialized nursing care set standards and be within a professional and legal framework. Delegate duties and support staff in the execution of patient care. Effective utilization of human and material resources. Assist with supervision of the unit in the absence of the Operational Manager. Ability to manage all operations and emergencies in the absence of other qualified staff. Manage SDU and keep records. To participate in overall specialized unit functions. Good management of all resources within the unit.

**ENQUIRIES**

Mrs. P.Z Mbonambi Tel no: (035) 474 8407/8/9

**APPLICATIONS**

All applications should be forwarded to: Catherine Booth Hospital: Private Bag x105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, UMfundo Municipality Ward15, Amatikulu, 3801: Enquiries: Dr. NZ Khumalo: 035 474 8407/8/9

**NOTE**

Preference will be given to African Male The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za, Matric certificate, identity document, copy/copies of highest qualification(s), Proof of registration, Proof of citizenship if not RSA citizen (all certified copies must be not more than three months old), A comprehensive CV indicating three reference persons: Names and contact numbers. Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with
all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted.

**CLOSING DATE**: 12 July 2019

**POST 23/244**: ASSISTANT DIRECTOR: SYSTEMS REF NO: CTK15/2019

**Systems Management**

**SALARY**: R 376 596.00 per annum plus Other Benefits: 13th Cheque (Level 9) Medical Aid and housing allowing (optional and provided the member meets the requirements)

**CENTER**: Christ the King Hospital

**REQUIREMENTS**: Valid Grade 12/National Senior Certificate or equivalent plus An appropriate Bachelor's Degree/National Diploma in Public Admin or Public Management OR National Diploma in Human Resource Management Plus three (3) years supervisory Experience. Valid driver's license (code B or C1), Proof of current and previous experience endorsed and stamped by HR component or certificate of service, Knowledge, skills, training and competencies required: Knowledge of legislative prescripts governing the Public Service. Knowledge of and experience in General Administration, Patient Administration and Information Systems. Knowledge of relevant acts and regulations inclusive of Patient Fees Manual. Understanding of Information Technology systems. Knowledge of Health and Safety and Quality Assurance Management.

**DUTIES**: Manage the day-to-day functioning of the Systems Component in the institution to ensure that high quality services are being provided. Monitor the provisioning of all systems services facilitated by contractors in order to ensure contract adherence and highest level of quality, manage the following services to ensure optimal usage and cost effectiveness in the entire Institution. Cleaning Services Telecommunication Services, Registry and Reprographic Services, Maintenance Services, Information Systems and Technology Services, Gardening Services, Patient Administration Services, Mortuary Services, Housekeeping Services, Security Services, Laundry Services, Transport Services, Waste Management Services, Systems Contracts Management, Ensure that all institutional information systems are maintained to provide reliable, valid and timeous processing of information. Implement and monitor effective systems policies, protocols and practices within the day-to-day operational areas. Oversee risk management system at the institution to ensure that an effective, up-to-date, disaster and major incident management plans are maintained. Render expert advice to management on matters relating to systems administration to ensure compliance with all statutory regulations. Provide technical advice to the management team in respect of operations and ensure that standby and emergency facilities are properly maintained. Contribute as a member of a multi-disciplinary management team towards the effective and efficient management of the institution, and Ensure that staff has work plans and EPMDs tallying with the goals of the component and manage human resources.

**ENQUIRIES**: Mrs. S.W Maseko Tel no: 039 - 834 7500 EXT 7505

**APPLICATION**: The Chief Executive Officer, Christ the King Hospital, Private bag X542, Ixoipo, 3276 OR Hand delivered to: Christ the King Hospital, Human Resource Office, Peter Hauff Drive, Ixoipo, 3276

**NOTE**: The following documents must be submitted: (a) Application for Employment Form (Z83), which is available from any Government Department OR the web site www.kznhealth.gov.za. (b) Certified copies of highest educational qualifications- not copies of certified copies. Curriculum vitae, certified copy of Identity Document Certified copies of Registration certificates. Reference number must be indicated in the column provided on the form Z83. This Department is an equal opportunity, affirmative action employer whose aim is to promote representativeness in all occupational categories in the department. Please note. That due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. People with disability must feel free to apply. The Employment Equity target preference is African Male. NB: Failure to comply with the above instructions will disqualify applicants. Due to financial constraints, No S&T claims will be compensated to shortlisted candidates. The appointment is subject to the positive outcome obtained from the State Security Agency to the following checks (security checks, Credit records, qualification, citizenship and previous experience verifications).

**CLOSING DATE**: 12 July 2019

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POST 23/245: PROFESSIONAL NURSE SPECIALITY GRADE 1/2: REF NO: HRM 56/2018: (02 POSTS)

Directorate: Nephrology

SALARY: Grade 1: R 362 559.00 – R 420 318.00 per annum
Grade 2: R 445 917.00 – R 548 436.00 per annum
Other Benefits: Medical Aid (Optional); Housing Allowance: Employee must meet prescribed requirements

CENTRE: King Edward VIII Hospital

REQUIREMENTS: Grade 1
A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse Plus one year post basic qualification in Trauma Specialty

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

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

ENQUIRIES: Mr. B.B. Khoza – 031 360 3026
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013.

CLOSING DATE: 12 July 2019

POST 23/246: ENROLLED NURSE X11 POSTS, EE

Target (African Male)

SALARY: (R 171 381.00) per annum. 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE: Amajuba Health District
Mndozo Clinic Ref No: MAD 19/ 2019
Osizweni Clinic 2 Ref No: MAD 20/ 2019
Rosary Clinic Posts Ref No: MAD 21/ 2019 (2 posts)
Stafford Clinic Ref No: MAD 22/2019
Newcastle Clinic Posts Ref No: MAD 24/2019 (2 posts)
Ladybank Clinic Ref No: MAD 24/2019
Sukumani Clinic Ref No: 25/2019
Emfundweni Clinic Ref No: 26/2019
Naasfarm Clinic Ref No: 27/2019
**FINANCIAL SYSTEMS SUPPORTER: BAS**

**REF NO:** KZNPT 19/22 (2 POSTS)

**POST 23/247**

**SALARY:** R 316 791 per Annum (All Inclusive)

**CENTRE:** KZN Provincial Treasury, Pietermaritzburg

**REQUIREMENTS:** To provide functional financial systems (BAS) support to financial systems SYSCONS of the province in terms of legislative mandates. REQUIREMENTS: A 3 year NOF level 6/7 Degree/National Diploma in Financial Information Systems or any Financial/Accounting related fields. A minimum of 3 years’ experience in a government financial systems environment. A Valid Driver’s license, and in a case of

**NOTE:** The contents of this Circular Minute must be brought to the notice of all eligible nurses. Freedom of application is hereby given to persons with disabilities that are invited for an interview financial constraint no S&T claims will be considered for payment to the candidates. 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. Persons with disabilities and African males are encouraged to apply, however, other race groups are also not restricted from applying.

**CLOSING DATE:** 19 July 2019

**ENQUIRIES:** Ms. Z.E Gumede 034 328 8137

**APPLICATIONS:** All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940

**FOR ATTENTION:** The Recruitment Officer

**NOTE:** The contents of this Circular Minute must be brought to the notice of all eligible nurses 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 Qualification, Employment certificate, validated copies of 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. Persons with disabilities and African males are encouraged to apply, however, other race groups are also not restricted from applying.

**KWAZULU NATAL: OF DEPARTMENT OF TREASURY**

*The KwaZulu-Natal Provincial Treasury is an equal opportunity, affirmative action employer. As such, it is our intention to promote and uphold representivity in the Department in terms of race, gender and disability.*
people with disabilities who are unable to personally drive, proof of the ability to meet work related commitments is required.

**DUTIES**

Render transversal systems support on BAS. Facilitate enhancements on BAS between National Treasury and BAS SYSCONS of all departments of the KZNPA. Compile management reports pertaining to BAS. Ensure proper utilization and safe guard of assets within the division.

**COMPETENCIES, KNOWLEDGE AND SKILLS:**


**ENQUIRIES**

Mr K Mqadi (033) 897 4585

**APPLICATIONS**

Applications, quoting the correct reference number must be forwarded to: The Head of Department, Provincial Treasury, Directorate: Human Resource Management and Development, P.O. Box 3613 Pietermaritzburg, 3201 or 145 Chief Albert Luthuli Road, Pietermaritzburg 3200

**FOR ATTENTION**

Ms S Ngema

**NOTE**

Applications must be submitted with a signed and dated Z83 Form, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV, together with originally certified copies of qualifications including an academic record for all relevant qualifications and a Matric certificate. Kindly attach an originally certified copy of a Driver’s licence if required and your ID. Applicants must provide original Service records for all relevant experience, proof of management experience (where it is a requirement), job description for current positions and a letter from the respective Human Resources for occupying acting positions. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and a certificate for such must be attached.

The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. Where an applicant has lost a certificate, ID or driver’s licence, proof of application for a replacement must be attached and an affidavit explaining the loss must be attached. The department will conduct reference checks with the HR section of current and/ or previous employers apart from the referees listed. Candidates will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competency assessment. It is regretted that due to a large volume of applications, it is not possible for the department to acknowledge receipt of every application received and that only those that will participate in the final selection process (interviews) will be notified of the outcome. Should you not hear from the department within 3 months of the closing date, please consider your application as unsuccessful. Non-South African citizens who are permanent residency holders must submit a documentary proof together with their applications. Under no circumstances will faxed, e-mailed or late application be accepted. Therefore the onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Applications that do not comply with these instructions will not be considered.

**CLOSING DATE**

12 July 2019