PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF ARTS AND CULTURE

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

CLOSING DATE: 16 August 2019

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

ERRATUM: Kindly note that the post of Assistant Director: Intergovernmental Relations with Ref No: DAC04/19 advertised in Public Service Vacancy Circular 18 dated 24 May 2019, the Requirements were amended as follows: three – five (3-5) years relevant experience not five (5) years. The rest of the content of the advert remains unchanged. The closing date has been extended to 16 August 2019. Applicants who applied previously, need not re-apply. We apologize for any inconvenience that this may have caused to the potential applicants/candidates.

OTHER POSTS

POST 28/118: ASSISTANT DIRECTOR: EXPENDITURE CONTROL REF NO: DAC36/19

SALARY: R376 596 - R454 920 per annum (Level 09)

CENTRE: Pietermaritzburg, Head Office

REQUIREMENTS: An appropriate three (3) year relevant tertiary qualification in financial management or equivalent qualification, coupled with a minimum of three – five (3-5) years relevant experience, two (2) of which should be at a supervisory level. Knowledge of financial legislations such as PFMA, Treasury Regulations, policies, regulations and acts. Knowledge of Treasury Practice Notes. Knowledge of BAS and PERSAL. Good communication skills [written and verbal]. Good interpersonal relations skills. Knowledge of legislations related to the Department and to the post. Knowledge of project management, planning and organizational skills. Critical analysis and research skills. Presentation and facilitation skills. Computer Literacy [MS Word, Excel, PowerPoint, etc.). Valid code 8/EB driver’s license.

DUTIES: Manage the basic accounting system of the department (SYSCON). Monitor departmental bank, tax and BAS- PERSAL reconciliation. Monitor and control of suspense accounts. Monitor and control payments. 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**: Ms K Pillay Tel No: (033) 264 3400

**POST 28/119**: ASSISTANT DIRECTOR: LOSS AND VOUCHER REF NO: DAC37/19

**SALARY**: R376 596 - R454 920 per annum (Level 09)

**CENTRE**: Pietermaritzburg, Head Office

**REQUIREMENTS**: An appropriate three (3) year relevant tertiary qualification in financial management or equivalent qualification, coupled with a minimum of three – five (3-5) years relevant experience, two (2) of which should be at a supervisory level. Knowledge of financial legislation such as PFMA, Treasury Regulations policies, regulations and acts. Knowledge of basic Accounting System (BAS), PERSAL, HARDCAT, LOCO. Knowledge of Financial legislation such as PFMA, Treasury regulations policies, regulations and acts. Good communication skills [written and verbal]. Good interpersonal relations skills. Knowledge of legislations related to the Department and to the post. Knowledge of project management, planning and organizational skills. 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 collection, distribution and certification of payrolls. Record and maintain Departmental losses and debts. Maintain proper safekeeping of financial records. Collect and record departmental revenue. 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**: Ms K Pillay Tel No: (033) 264 3400

**POST 28/120**: ASSISTANT DIRECTOR: EMPLOYEE RELATIONS AND PEOPLE MANGEMENT- HRM&D REF NO: DAC38/19

**SALARY**: R376 596 - R454 920 per annum (Level 09)

**CENTRE**: Pietermaritzburg, Head Office

**REQUIREMENTS**: An appropriate three (3) year tertiary qualification in Human Resource Management or equivalent qualification, coupled with a minimum of three- five [3-5] years’ experience in Labour Relations. Good understanding of Public Service legislation and prescripts applicable to government, including systems and procedures. Good communication skills (written and verbal). Knowledge of project management, planning and organizational skills. Critical analysis and research skills. Presentation and facilitation skills. Computer Literacy (MS Word, Excel, PowerPoint, etc.). Valid code 8/EB driver’s license.

**DUTIES**: Manage the administration of collective bargaining, misconduct and disciplinary matters, grievances, disputes and industrial action. Represent the Department at various labour relations proceedings. Provide advice and coordinate workshops to be conducted to employees on procedural matters relating to labour relations. Facilitate the formulation and co-ordinate the implementation of policies / strategies. Manage resources of the division. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

**ENQUIRIES**: Ms U Jugwanth Tel No: (033) 341 3600

**POST 28/121**: ASSISTANT DIRECTOR: OFFICE SUPPORT SERVICES REF NO: DAC39/19

**SALARY**: R376 596 - R454 920 per annum (Level 09)

**CENTRE**: Pietermaritzburg, Head Office

**REQUIREMENTS**: An appropriate three (3) year tertiary qualification in Public Management or equivalent qualification, coupled with a minimum of three- five (3-5) years’ experience in Auxiliary Services / Facilities Management, two (2) of which should be at a supervisory level. Good understanding of Public Service legislation and prescripts applicable to government, include systems and procedures. Computer Literacy (MS Word, Excel, PowerPoint, etc.). Good communication skills (written and verbal). Knowledge of project management, planning and organizational skills.
Critical analysis and research skills. Presentation and facilitation skills. Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.

**DUTIES**: Maintain all domestic accounts and contract services. Ensure the provision of mobile & telecommunication services and maintain users’ database. Facilitate the provision of office requirements and equipment i.e. PABX system, and telephone sets. Ensure the rendering of cleaning, gardening and hygiene services in line with OHS regulations. Keep correct records of stock and office supplies. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

**ENQUIRIES**: Mr L Langa Tel No: (033) 341 3600

**POST 28/122**: CHIEF WORK STUDY ANALYST: ORGANIZATIONAL DESIGN AND DEVELOPMENT: HRM&D REF NO: DAC40/19

**SALARY**: R376 596 - R454 920 per annum (Level 09)

**CENTRE**: Pietermaritzburg, Head Office

**REQUIREMENTS**: An appropriate three (3) years tertiary qualification in Work Study/Production Management/ Operations Management or equivalent qualification, coupled with a minimum of three – five (3-5) years in Work Study or Organizational Design filed. Knowledge of DPSA Organizational Design tool kit. Sound knowledge of project management, research and policy development. Good understanding of Public Service legislations and prescripts applicable to government, including systems and procedures. Good Computer Literacy (MS Word, Excel, PowerPoint, etc). Good communication skills [written and verbal]. Valid code 8/EB driver’s license.

**DUTIES**: Coordinate the development and maintenance of functional structures and post establishment for the Department. Facilitate the development of job descriptions and job profiles and coordinate the job evaluation process for the Department. Oversee the provision of business process management services for the efficient re-engineering of Departmental business processes. Coordinate the influence of change in the Department and ensure the development of change and diversity management strategies and programmes. Provide advice and guidance on the development and implementation of Organizational Design, Job Evaluation, Business Process Management and Change Management policies and procedure manuals. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

**ENQUIRIES**: Mr JSB Jafta Tel No: (033) 341 3600

**POST 28/123**: SYSTEM ADMINISTRATOR: LIBRARY SERVICES REF NO: DAC41/19

**SALARY**: R316 7913 - R373 167 per annum (Level 08)

**CENTRE**: Pietermaritzburg, Head Office

**REQUIREMENTS**: An appropriate three (3) years tertiary qualification in Information Technology or equivalent qualification, coupled with two (2) years’ experience relevant experience. Sound knowledge of Information systems and technologies. Knowledge of Computer hardware and networks. Good understanding of Public Service legislations and prescripts applicable to government, including systems and procedures. Advanced Computer Literacy [MS Word, Excel, PowerPoint, etc]. Good communication skills [written and verbal]. Valid code 8/EB driver’s license.


**ENQUIRIES**: Ms NP Musa Tel No: (033) 341 3000

**POST 28/124**: CULTURAL OFFICER: COMMUNITY CULTURE- ALL ARTS REF NO: DAC42/19 (X2 POSTS)

**SALARY**: R257 508 - R303 339 per annum (Level 07)

**CENTRE**: Northern Regional Office, UMkhanyakude District

**REQUIREMENTS**: An appropriate three (3) year tertiary qualification or equivalent qualification, coupled with two (2) years’ experience in the field of Arts and Culture environment.
Good understanding of Public Service legislations and prescriptions applicable to government, including systems and procedures of excellent communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.

**DUTIES**: Conduct research on performing arts and promote performing arts through festivals and competitions. Create awareness of different performing arts forms within designated districts and promote emerging artists on performing arts. Identify, develop and promote emerging artists, as well as managing projects related to performing arts within the region. Provide inputs for operational plans as well as implementation thereof. Monitor and evaluate the KZNACC-funded organisations. Ensure the alignment of flagship programme with departmental activities and enhance joint intervention within districts.

**ENQUIRIES**: Ms JPR Nxumalo Tel No: (035) 870 8447

**POST 28/125**: PERSONAL ASSISTANT TO THE DIRECTOR: LANGUAGE SERVICES REF NO: DAC43/19 AND PERSONAL ASSISTANT TO THE DIRECTOR: SECURITY SERVICES REF NO: DAC44/1

**SALARY**: R257 508 - R303 339 per annum (Level 07)

**CENTRE**: Pietermaritzburg, Head Office

**REQUIREMENTS**: Secretariat Diploma, or an appropriate equivalent qualification, coupled with a minimum of three – five (3–5) years relevant experience. Good telephone etiquette. Sound organizational skills. Good interpersonal skills. High level of reliability and confidentiality. Basic knowledge of PFMA. Knowledge of the relevant legislations, policies, prescriptions and procedures. Ability to do research and analyze documents and situations. 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 Director. Provide support services to the Director regarding meetings. Render support services to the Director with the administration of the budget, including the compilation of commitment registers. Organize the Director’s diary. Render general office management. Render registry services in the office of the Director. Acknowledge correspondence and type documents for the Director. Study the relevant Public Service and Departmental prescriptions/policies and other documents to ensure that the application thereof is understood properly.

**ENQUIRIES**: Language Services: Ms T Cebekhulu Tel No: (033) 897 9000

Security Services: Mr Q Qwabe Tel No: (033) 264 3400

**POST 28/126**: HUMAN RESOURCE CLERK SUPERVISOR: SERVICE CONDITIONS – HRM&D REF NO: DAC45/19

**SALARY**: R257 508 - R303 339 per annum (Level 07)

**CENTRE**: Pietermaritzburg, Head Office


**DUTIES**: Facilitate the administration of leave and PILIR. Facilitate the administration of Injury on Duty (IOD). Facilitate the administration of Conditions of Service and benefits. Maintain Statistics. Supervise, develop and manage employees’ performance in accordance with the Employee Performance Management and Development System (EPMDS).

**ENQUIRIES**: Mr BS Mbatha Tel No: (033) 341 3636

**POST 28/127**: ADMINISTRATION CLERK – LIBRARY SERVICES REF NO: DAC46/19

**SALARY**: R173 703 – R204 612 (Level 05)

**CENTRE**: Pietermaritzburg, Head Office
REQUIREMENTS: Standard 10/ Grade 12 Certificate or equivalent Certificate. Numeracy and literacy skills. Good interpersonal relations. Ability to work under pressure and handle conflict situations. Good communication skills (written and verbal). Computer literacy (MS Word, Excel, PowerPoint, etc).

DUTIES: Render general clerical and records management support services. Provide supply chain clerical support services within the component. Coordinate personnel administration support services within the component. Provide financial administration support services within the component. Provide financial administration support services in the component.

ENQUIRIES: Ms NP Musa Tel No: (033) 341 3000

POST 28/128: ACCOUNTING CLERK – SUPPLY CHAIN MANAGEMENT: ACQUISITION DIVISION REF NO: DAC47/19

SALARY: R173 703 – R204 612 (Level 05)
CENTRE: Pietermaritzburg, Head Office

REQUIREMENTS: Standard 10/ Grade 12 Certificate or equivalent Certificate. Good understanding of the Public Services legislation and prescripts applicable to Government, including systems and procedures. Basic knowledge of Basic Accounting System (BAS) and Supply Chain Management principles, objectives and prescripts. Knowledge of procurement processes. Good communication skills (written and verbal). Computer literacy (MS Word, Excel, PowerPoint, etc).

DUTIES: Administer requests for the requisitions of goods and services. Administer received quotations for compliance and follow evaluation and awarding processes. Capture entities and commitments on Basic Accounting System, HardCat Asset Management System. Verify, interpret and understand specifications to ensure that the correct items are procured.

ENQUIRIES: Mr G Ngcobo Tel No: (033) 264 3400

POST 28/129: DRIVER – LIBRARY SERVICES REF NO: DAC48/19

SALARY: R127 851 - R150 606 (Level 04)
CENTRE: Pietermaritzburg, Head Office


DUTIES: Collect and send mail bag to and from the post office. Distribute mail and documents within and outside the department. Provide driving duties within the directorate and attending to ad hoc request. Ensure that the vehicle allocated to the Directorate is kept in good condition.

ENQUIRIES: Ms N Masuku Tel No: (033) 341 3000

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

OTHER POSTS

POST 28/130: HEAD CLINICAL UNIT (FAMILY MEDICINE) REF NO UMZIN/07/2019

SALARY: Grade 1: R1 728 807 per annum (TCE Package)
CENTRE: Umzinyathi Health District Office

REQUIREMENTS: Senior Certificate/ Grade 12 An appropriate qualification in the Health Science field, i.e. MBChB and Master’s Degree in Family Medicine. Current registration with the HPCSA as an Independent Practitioner (Specialist) in Family Medicine.3 years’ experience after registration with HPCSA as a Medical Specialist in Family Medicine. Valid driver’s license. Proof of computer literacy (word, excel, powerpoint). Proof of work experience signed by HR office. Competencies and Knowledge: Own clinical discipline. Relevant legislation, regulations and policies. Quality assurance and improvement programmes. Programme planning, implementation and evaluation. Information management. Human resource and

**DUTIES**

To ensure the provision and coordination of quality, regular and reliable medical services (including after hours) in the PHC clinics and Community Health Centers of Umzinyathi District. Supervise and support medical officers, sessional doctors, community service doctors and PHC nurse practitioners. Consult personally as a Family Physician in the PHC clinics and Community Health Center. Perform commuted overtime in the District hospitals and CHC within the District. Provide technical advice and support to District Director and District Management team. Formulate strategic plans in keeping with the needs of the District in terms of medical coverage. Ensure high-quality community-oriented clinical services within the District by monitoring the clinical standards and protocols in the health facilities. Conduct Quality Improvement and Audit Programs. Integrate and supervise private general practitioners into the work of the PCH clinics. Working in the multidisciplinary District Health management and Health Care team. Contribute to teaching, development and training programs in the District, especially IMCI and PHC etc. Ensure maintenance of optimal referral patterns, clinical protocols and medical processes within the District, based on epidemiological research, disease profiles and community needs. Take part in research projects that would contribute to improving the health status of the population. Develop and work alongside other members of the Department of Family Medicine in the Umzinyathi District and University of KZN. Ensure effective Clinical Governance meetings in the District. Maintain discipline and dal with labor-relations issues in terms of the laid down procedures and policies.

**ENQUIRIES**

Mrs. G.C Shabangu Tel No: (034) 2999 100

**APPLICATIONS**

All applications should be forwarded to: The Human Resource Office, Umzinyathi Health District Office, Private Bag X 2052, Dundee, 3000/34 Wilson Street, Dundee, 3000

**FOR ATTENTION**

Mrs. ML Mbatha

**CLOSING DATE**

16 August 2019

**POST 28/131**

**MEDICAL SPECIALIST (MEDICAL) GRADE 1 REF NO: NGWE 52/2019**

Otorhinolaryngology (E.N.T)

**SALARY**

Grade 1: R1 283.601 per annum (All inclusive salary packages)
Grade 2: R1 467 651 per annum (All inclusive salary packages)
Grade 3: R1 604 781 per annum (All inclusive salary packages)
(This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance plus Commuted Overtime which is determined by service delivery needs of the department.

**CENTRE**

Ngwelezana Tertiary Hospital

**REQUIREMENTS**

Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in E.N.T, Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in E.N.T Unit, A minimum of 3 years’ appropriate experience as a Medical Specialist in E.N.T Unit after registration with the HPCSA as a Medical Specialist in E.N.T, Proof of working experience endorsed by Human Resource Department or relevant Employer, Understanding of basic HR matters including Labour Relations, Control of budget, monitoring expenditure and project management; Knowledge of legislative prescripts governing the public service, Managerial and computer skills.

**DUTIES**

The candidate will, under the direction of the head of the department: Conduct specialist ward rounds, Provide after hour cover in emergency medicine and clinical support to junior staff, Provide advice to district/regional level hospital, Manage/supervise allocated human resources, Ensure equipment is appropriately maintained. Training of undergraduate and post-graduate medical students. Active participation in quality improvement programmes including clinical audits and CME activities. Attend to administrative matters within the unit. Assist with administration of the Emergency Unit and have an input into the unit’s administration at Ngwelezana Hospital. Assist protocol development and review for patient management in Emergency Medicine. Development and implement clinical audit
and quality assurance programmes. Provide outreach to surrounding District Hospitals which refer to Ngwelezana Hospital. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislative, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards. Performance of commuted overtime is a requirement of the post.

ENQUIRIES
Dr G.D Charlton Tel No: (082) 4511 628

APPLICATIONS
Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block

FOR ATTENTION
Mr. MTR Nzuza

NOTE
Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately complete and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

CLOSING DATE
16 August 2019 (Late applications will not be accepted)

POST 28/132
MEDICAL SPECIALIST: TRAUMA /ACCIDENT AND EMERGENCY REF NO: SPC/M5/2019

SALARY
Grade 1: R1 106 040 – R1 173 900 per annum
Grade 2: R1 264 623 - R1 342 230 per annum

CENTRE
Addington Hospital: Kwazulu Natal

REQUIREMENTS
MBChB Degree, Registration certificate with the Health Professions Council as a Specialist-Trauma /Accident and Emergency. Annual fees registration renewal with HPCSA 2019/2020. Grade 1: No experience. Grade 2: five (5) years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in Trauma /Accident and Emergency. Certificates of service proving five (5) years’ experience as a Specialist in Trauma /Accident and Emergency. Recommendation: Ability to do first level scans and fast scans will be a recommendation, ACLS, PALS and ITLS would be an advantage. Proof of at least 5 years’ experience in an Accident and Emergency setting if applicable. Knowledge, Skills Training and Competencies: Required: Demonstrate expert ability in patient-centered approaches to emergency patient care including adult and paediatric intervention. Knowledge and experience in Trauma / Accident and Emergency. Advanced clinical skills for general and resuscitative emergency care. Motivation and ability to teach develop and evaluate staff in patient-centered approaches within the District Health System. Advanced verbal and written skills with computer literacy. Participative teamwork. Concern for excellence. Cross cultural awareness.

DUTIES
Ensure the delivery of comprehensive Emergency and services. Assist manager with implementation of optimal, effective and efficient 24 hour emergency services in a busy regional institution. Be competent to train junior staff and do circumcisions when requested. Be competent to handle all Gynaecological & Obstetrical emergencies that come into Casualty. Assist with 24 hour training and...
evaluation of all staff levels and categories in patient-centered emergency care.
To teach undergraduate and postgraduate students. To assist manager develop
research, clinical guidelines and audit aimed at patient- centered emergency care.
To participate in a quality driven process, integrating the Batho Pele Principles and
Accreditation standards into an excellent emergency service. To perform duties as
allocated by the Head of department. To participate in CME programme and staff
development. To assist with multi-disciplinary communication to ensure
continuation of care. Performance of after hour duties is compulsory.

ENQUIRIES
Dr A Aron Tel No: (031) 327 2570

APPLICATIONS
All applications should be forwarded to: Attention: The Human Resource
Department, Addington Hospital, P O Box 977, Durban, 4000 OR dropped off in
Room 23, Human Resource Department, 1st Floor, and Addington Hospital.

NOTE
Applications must be submitted on the prescribed Application for Employment form
(Z83) which must be originally signed and dated. The application form (Z83) must
be accompanied by a detailed Curriculum Vitae, certified copies of certificates,
Identity Document (not copies of previously certified copies). The Reference
Number must be indicated in the column (Part A) provided thereof on the Z83 form.
NB: Failure to comply with the above instructions will disqualify applicants. Faxed
and e-mailed applications will NOT be accepted. The appointments are subject to
positive outcomes obtained from the State Security Agency (SSA) to the following
checks (security clearance (vetting), criminal clearance, credit records, and
citizenship), verification of Educational Qualifications by SAQA, verification of
previous experience from Employers and verification from the Company
Intellectual Property Commission (CIPC). Applicants are respectfully informed
that, if no notification of appointment is received within 3 months after the closing
date, they must accept that their applications were unsuccessful. Please note that
due to the large financial constraints no S &T and settlement claims will be
considered for payment to candidates that are invited for the interview. N.B Post
will be available to be filled 01/01/2020

CLOSING DATE
16 August 2019

POST 28/133: MEDICAL SPECIALIST: REF NO: GJGMR 39/2019 (X1 POST)
Component: Radiology

SALARY
Grade 1: R1 106 040 per annum all-inclusive package + a fixed commuted
overtime & 18% Inhospitable Allowance
Grade 2: R1 264 623 per annum all-inclusive package + a fixed commuted
overtime & 18% Inhospitable Allowance
Grade 3: R1 467 651 per annum all-inclusive package + a fixed commuted
overtime & 18% Inhospitable Allowance

CENTRE
GJGMR Hospital

REQUIREMENTS
Grade 1: Minimum Requirements: A tertiary qualification (MBCHB or equivalent),
plus Current registration with the Health Professions Council of South Africa as a
Specialist in Radiology Plus, One (1) year relevant experience after registration as
a Medical Specialist with a recognized Foreign Health Professional Council in
respect of foreign qualified employees of whom it is not required to perform
Community Service as required in South Africa. Grade 2: Minimum Requirements:
A tertiary qualification (MBCHB or equivalent) plus, Current registration with the
Health Professionals Council of South Africa as a Specialist plus, Five (5) years
post registration experience as a Medical Specialist in Radiology Six (6) years
relevant experience after registration as a Medical Specialist with a recognized
Foreign Health Professional Council in respect of foreign qualified employees of
whom it is not required to perform Community Service as required in South Africa.
Grade 3: 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 Radiology Eleven (11) year relevant experience after registration as a Medical
Specialist with a recognized Foreign Health Professional Council in respect of
foreign qualified employees of whom it is not required to perform Community
Service as required in South Africa. Knowledge, Skills and Competencies: Sound
knowledge and experience of procedure in Radiology. Good verbal and written
communication skills and interpersonal skills. Sound teaching and supervisory
abilities. A concern of excellence. The ability to function in a multi-disciplinary team.

**DUTIES**

To ensure an optimal Radiology service is provided. Development of management protocols/policies for the department. Organize, prepare and chair interdepartmental clinical Radiology meetings. Provide outpatient, inpatient clinical services and referral services. Assist with quality improvement imperatives including clinical audits (Morbidity and Mortality reporting and reviews, clinical documentation audits etc) and continuous development activities. Participate in the training of registrars and promote ongoing staff development in accordance with individual and departmental needs. Provide outreach and support to District hospitals in Ilembe District. Maintain satisfactory clinical, professional and ethical in the department. To perform compulsory commuted overtime in line with hospital needs and current departmental policy.

**ENQUIRIES**

Dr TP Mabesa (Manager Medical Services) Tel No: (032) 437 6002

**APPLICATIONS**

Applications to be forwarded to: Human Resources Department, The Human resource manager, GJGMR 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 39/2019 .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**

16 August 2019

**POST 28/134**

MEDICAL SPECIALIST: HIGH RISK OBSTETRICS REF NO: MEDSPECO&G/2/2019

Department: Obstetrics and Gynaecology

**SALARY**

- Grade 1: R 1 106 040 per annum (all-inclusive Salary package) excluding commuted overtime
- Grade 2: R 1 264 623 per annum (all-inclusive salary package) excluding commuted overtime
- Grade 3: R 1 467 651 per annum (all-inclusive salary package) excluding commuted overtime.

**CENTRE**

IALCH and rotations through the Durban Metropolitan Complex of hospitals as delegated by the Head of Department.

**REQUIREMENTS**

Medical Specialist qualification in Obstetrics and Gynecology. Registration with the Health Professions Council of South Africa as a Medical Specialist in Obstetrics and Gynaecology Advantage – previous experience in a specialist position. **Grade 1:** No experience required. **Grade 2:** Five (5) years appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist Obstetrics and Gynaecology. **Grade 3:** Ten (10) years appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist Obstetrics and Gynaecology. Knowledge, Skills, Training and Competencies Require: Sound clinical knowledge and experience in Obstetrics and Gynecology. Knowledge of current Health and Public Service legislation, regulations and
policies including medical ethics, epidemiology and statistics. Good communication, leadership, decision-making and clinical skills.

DUTIES: Management of clinical services as delegated. Outpatient and inpatient clinical responsibilities with after-hour participation in designated hospitals as per the departmental call roster. Participate in the development and on-going provision of under- and Post-graduate health personnel teaching as per the academic program of the department. Participate in the Quality Improvement Programmes of the Department. Maintain clinical, professional and ethical standards. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the Department. Be involved in community-orientated programmes (outreach) including the provision of expert advice and services to all health facilities within the province as delegated Please note: This is a service post, and is not necessarily linked to being trained as a feto-maternal specialist - the latter requires separate application when the training position is available.

ENQUIRIES: Prof Sebitloane Tel No: (031) 2604 390

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 Due To Financial Constraints, There Will Be No Payment Of S&T Claims.

CLOSING DATE: 23 August 2019

POST 28/135: MEDICAL SPECIALIST: NEPHROLOGY REF NO: MEDSPECNEPHROLOGY/1/2019 (X1 POST)

Department: Nephrology IALCH

SALARY: Grade 1: R1 106 040 per annum (all-inclusive Salary package) excluding commuted overtime
Grade 2: R1 264 623 per annum (all-inclusive salary package) excluding commuted overtime
Grade 3: R1 467 651 per annum (all-inclusive salary package) excluding commuted overtime.

CENTRE: IALCH and Durban functional region

REQUIREMENTS: MBChB or equivalent, FCP (SA). Current Registration with HPCSA as a Specialist Physician-Nephrologist. Experience: Specialist Grade 1: No experience required
Specialist Grade 3: Ten (10) years post registration experience as a Specialist Physician-Nephrologist. Knowledge, skills, training and competency required: drivers license and own transport. Ability to teach and supervise nephrology trainees, registrars, medical officers, ancillary and nursing staff. Management Skills: Good administrative, decision making and communication skills. Knowledge and experience in clinical research. In-depth knowledge of medical ethics and its application.

DUTIES: Function as a nephrologist in the department. Management of general nephrology, chronic peritoneal dialysis and transplant outpatient clinics. Performance of kidney biopsies, vascular haemodialysis access and percutaneous Tenckhoff catheter insertions. Manage acute and chronic haemodialysis at IALCH, Saint Aidans and
Addington hospital. Supervise and manage medical and allied staff at IALCH. Performance of administrative duties at IALCH. Actively participate in the academic and research programme of the Department of Nephrology. Perform clinical audits and be involved in the operational planning of the Department of Nephrology. Participate in the academic programme at the Nelson R Mandela School of Medicine, including student teaching, undergraduate and postgraduate exams. The successful candidates are required to participate in after-hours overtime work.

ENQUIRIES
Prof A Assounga Tel No: (031) 2401324/0312401325

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. 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
23 August 2019

POST 28/136
ASSISTANT DIRECTOR PHARMACEUTICAL SERVICES REF NO: ITSH 15/2019 (X1 POST)

SALARY
R897 936 per annum (All-inclusive salary package) Other Benefits: 17% Rural Allowance

CENTRE
Itshelejuba Hospital

REQUIREMENTS
Grade 12 or equivalent certificate, A bachelor Degree in Pharmacy. Current registration with South African Pharmacy Council as a Pharmacist. Three (3) years appropriate experience after registration with South African Pharmacy Council as a Pharmacist. Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Manager or delegated person Valid driver’s license. Recommendations: Minimum of three (3) years managerial experience in Pharmaceutical environment (i.e. must have been at least Assistant Manager: Pharmaceutical Services, Pharmaceutical Policy Specialist, Pharmaceutical Supervisor or delegated position).Knowledge, Skills, Training & Competencies Required: Extensive knowledge of relevant Legislation, Acts, Regulations and Policies. Extensive experience in the management of Pharmacy including human resources, financial and risk management. Good knowledge of standard Treatment Guidelines and Essential Drugs List. Good communication, motivation, coaching, team building, decision making, interpersonal and problem solving skills. Ability to work under pressure and co-ordinate productivity. Effective planning, organizing and management skills. Knowledge of the principles, functions and operations of medicine and therapeutic committee. Sound knowledge of Batho Pele principles. Computer literacy which include knowledge of Pharmacy electronic systems like RX Solution, SVS etc. Ability to manage conflict and apply disciplinary procedure.

DUTIES
Manage the Pharmaceutical; Service at Zululand-Sub-District (Ithelejuba Hospital and associated clinics. Assume position of being the Responsible Pharmacist for Itshelejuba Hospital Pharmacy. Formulate and implement standard Operating Procedures for Pharmacy Service and ensure that they are in line with current
statutory regulations and policy guidelines. Provide leadership, management and support to all staff under his/her supervision. Ensure rational use of resources (Human, Financial and asset). Provide and supervise training programmes (Pharmacist intern and Pharmacy Support Personnel). Co-ordinate activities of Essential Medicines Programmes including Pharmacy and Therapeutics Committee and Antimicrobial Stewardship Committee. Conduct service assessment and implement improvement programme, aligned to National Core Standards. Liaise with other stakeholders within and outside the Department of health such as other hospital management teams, Health District Office on Pharmaceutical and management issues. In conduction with Medical Manager conduct clinical audits. Translate and operationalize current national, provincial and district strategic plans. Ensure that cost-effective pharmaceutical service delivery in maintained within the hospital and clinics. Maintain discipline and deal with grievances and Labour Relations issues in terms of the laid down procedures and policies. Provide Pharmaceutical advice to patients and professional colleagues. Compile monthly data, financial and other reports as required. Ensure efficient and effective drug supply management in the hospital and PHC clinics (selection, procurement, storage, distribution and utilization). Ensure effective management of the pharmaceutical budget for the Hospital and clinics. Pharmaceutical support to the wards, Outpatient departments, and PHC Clinics. Orientation and induction of new staff. Provide supports in implementation of Central Chronic Medicine Dispensing and Distribution.

**ENQUIRIES**

Dr SF Simelane Tel No: (034) 413 4000

**APPLICATIONS**

All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or Hand delivered to the Human resources Office at Itshelejuba Hospital.

**NOTE**

An application for Employment form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za certified copies of ID documents, STD 10, educational qualification, certificates of services and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work Experience related to the requirements and recommendations for the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the z83. Please note that the selected will to pre-employment screening and verification process. Due to the large number of candidates be subjected to 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 Applications as unsuccessful. Please note that due to financial constrains there will be no payments of S&T claims.

**CLOSING DATE**

23 August 2019

**POST 28/137**

**MEDICAL OFFICER REF NO: MOTRAUMA/1/2019 (X1 POST)**

Department: Trauma Unit

**SALARY**

Grade 1: R821 205 per annum (All-inclusive Salary Package) excluding commuted Overtime

Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding commuted overtime

Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding commuted Overtime

**CENTRE**

Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**

Registration with the Health Professions Council of South Africa as Medical Practitioner. Current registration as Medical Practitioner with HPCSA. Completion of Community Service. Completion of the ATLS and ACLS and PALS (or APLS) courses. Experience: **Grade 1**: No experience required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment
to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

**Knowledge, Skills, Training and Competencies Required:**

- Sound knowledge of medicine, surgery and paediatrics including the recognition and management of emergencies in both adults and children.
- Knowledge of principles of peri-operative care, and supportive management of the critically ill.
- Initial resuscitation, ongoing ward management and perioperative care of the acute trauma patient. Assisting with the operative management of the trauma patient.
- Participation in the audit, academic and research programs of the trauma unit.
- Calls will be done in the trauma unit and during the call the successful candidate will be responsible for both trauma/burns patients and transplant unit emergencies. Calls are done on-site (NB after a minimum of 6 months the experience may be signed off as required ICU-time for the surgical intermediate exam for those not yet at that level). Participation in the burn care and trauma team.
- Due to the participation in the Trauma Team the requirement is for completion of ATLs/ACLS and PALS as per the TSSA Level 1 Trauma Center accreditation status.

**DUTIES:**

- Assisting with the operative management of the trauma patient.
- Participation in the audit, academic and research programs of the trauma unit.
- Calls will be done in the trauma unit and during the call the successful candidate will be responsible for both trauma/burns patients and transplant unit emergencies.
- Calls are done on-site (NB after a minimum of 6 months the experience may be signed off as required ICU-time for the surgical intermediate exam for those not yet at that level). Participation in the burn care and trauma team.
- Due to the participation in the Trauma Team the requirement is for completion of ATLs/ACLS and PALS as per the TSSA Level 1 Trauma Center accreditation status.

**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 APPO/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:** 23 August 2019

**POST 28/138:** MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: ITSH 16/2019

**SALARY:**

- Grade 1: R821 205 per annum other benefit: 22% rural allowance of basic salary and Commuted Overtime
- Grade 2: R938 964 per annum other benefit 22% rural allowance of basic salary and Commuted Overtime
- Grade 3: R1 089 693 per annum other benefit 22% rural allowance of basic salary and Commuted Overtime

**CENTRE:** Itshelejuba Hospital

**REQUIREMENTS:**

- Grade 1: Matric certificate (grade 12), MBCHB Degree or equivalent qualification PLUS, Registration certificate with the HPCSA as an independent Medical Practitioner. Current registration / proof of payment with HPCSA must be attached.
- Grade 2: five (5) years appropriate experience as a Medical Officer after registration with HPCSA as Medical Practitioner OR six (6) years relevant
experience after registration as Medical Practitioner with recognised foreign health professional council in respect of foreign employees who is not performing community service as required in South Africa. **Grade 3**: ten (10) years appropriate experience as Medical Officer after registration with HPCSA as a Medical Practitioner OR eleven (11) years relevant experience after registration as Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of who is not performing Community service as required in South Africa.

**Knowledge, skills, training and competencies required:**
- Sound clinical supervisory skills
- Ability to deal with all medical emergencies
- Ability to access, diagnose and manage patients
- Ability to work with multidisciplinary team setting
- Excellent communication skills
- Knowledge of currently Health Legislation and policies at Public services
- Knowledge of national quality standards relating to primary health care, good research and presentation skills
- Information management and quality assurance programmes
- Good team building, problem solver and effective decision maker
- Ability to perform safe caesarean surgery

**DUTIES**
- Ensure that cost effective service delivery is maintained within the respective department. To participate in and contribute to the research and outreach activities of the Department of Medicine. Undertake on-going care individual's patients to allow for continuity of care. Diagnose and evaluate patient's state of health.
- Discharge of patients who are fit for discharge with appropriate arrangements made for follow-up and step down care. Provision of quality patient centred care for all patients i.e. inpatient and outpatients. Examine, investigate, diagnose and oversee the treatment of patients. Hand over critically ill patients to the doctors on call after hours and on weekends. Provide medicine related information to clinical staff as may be required. Provide counselling for clients and family members.
- Provide community orientated Clinical Service and support Primary Health Care Facilities. Maintain accurate health records in accordance with legal ethical considerations including filing / completion of relevant registers. Maintain a high quality clinical service by providing regular in-service training for Nurses and other Clinical Personnel. Train and guide staff and health associated professionals. Actively participate in morbidity and mortality reviews. Attendance, participate and presentation in academic programme of the department Participate in quality improvement programmes, clinical audits, peer review meetings and development of SOPS. Attend to administrative matters as required. Candidate must be prepared to perform after hour duties (commuted overtime).

**ENQUIRIES**
Dr SF Simelane Tel No: (034) 4134000

**APPLICATIONS**
All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital.

**NOTE**
An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer confirming current and appropriate work experience related to the requirements and recommendations for the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the z83, e.g. ref ITSH 1/2018. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to pre-employment screening and verification process. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payments of S&T claims.

**CLOSING DATE**
23 August 2019

**POST 28/139**
**MEDICAL OFFICER REF NO: GJGMR 33/2019 (X1 POST)**
Component: A & E

**SALARY**
Grade 1: R821 205 per annum all-inclusive package + a Fixed commuted overtime & 18% Inhospitable Allowance
Grade 2: R938 964 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance.
Grade 3: R1 089 693 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance.

CENTRE REQUIREMENTS:

CENTRE: GJGMR Hospital

Grade 1: Minimum Requirements: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Grade 2: Minimum Requirements: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Five (5) years post registration experience as a Medical Practitioner. Grade 3: Minimum Requirements: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Ten (10) years post registration experience as a Medical Practitioner.

Knowledge, Skills and Experience Required: Sound knowledge and skills in Emergency Medicine including advanced adult and Paediatric resuscitative intervention. Sound clinical knowledge in General medicine including management of acute and chronic medical conditions. Good interpersonal and supervisory skills. Ability to work in challenging environment. Sound assessment, diagnostic and management skills. Knowledge and skills in Emergency care. ACLS, PALS, ATLS or Diploma in Primary Emergency Care is recommended.

DUTIES:

Provision of quality patient centered medical care to all patients in the emergency unit. Maintain accurate Medical records in accordance with legal and ethical guidelines. Provision of continuity of care to patients involving assisting in the Family Medicine Wards if the need arises. Ability to assist the senior medical staff in the smooth running of the department. To provide training for nurses, junior staff, interns and medical students. NB. Performance of Commuted Overtime and a staggered shift system is compulsory and will be worked in the discipline based on the needs of the institution. The Following Learning Opportunities Are Available in the Accident & Emergency Unit Supervision by an Emergency Physician with daily ward rounds an “on the floor teaching” in A & E. Emergency ultrasound training. Advanced airway management and ventilation techniques. Evidence based protocol driven management. Opportunity to conduct research in the unit. Preparation for the Diploma in Emergency Care (Dip PEC). Preparation to enter the Fellowship in Emergency Medicine.

ENQUIRIES:

Dr S. Pillay (Head Clinical Unit) Tel No: (032) 437 6076

APPLICATIONS:

Applications to be forwarded to: Human Resources Department, The Human resource manager, GJGMR 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 certificates 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 33/2019. 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:

16 August 2019
POST 28/140 : MEDICAL OFFICER REF NO: GJGMR 34/2019 (X2 POSTS)
Component: O & G

SALARY : Grade 1: R821 205 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance
Grade 2: R938 964 per annum all-inclusive package + a fixed commuted overtime & 18% inhospitable allowance
Grade 3: R1 089 693 per annum all-inclusive package + a fixed commuted overtime & 18% inhospitable allowance

CENTRE : GJGMR Hospital

REQUIREMENTS : Grade 1: Minimum Requirements: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Grade 2: Minimum Requirements: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Five (5) years post registration experience as a Medical Practitioner. Grade 3: Minimum Requirements: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Ten (10) years post registration experience as a Medical Practitioner.

Knowledge, Skills and Competencies
Experience and ability in dealing chronic, subacute and acute obstetrical and gynecological problems. Working knowledge of obstetrical protocols, health policies, acts and regulations. Ability to work in multi-disciplinary team setting Ability to resuscitate patients from birth to old age. Excellent communication skills. Ability to work and maintain meaningful relationships with a diverse community. Resilience and ability to cope with change. Ability to make a difference.

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

ENQUIRIES : Dr S. Hariparsad (Head Clinical Unit) Tel No: (032) 437 6040
APPLICATIONS : Applications to be forwarded to: Human Resources Department, The Human resource manager, GJGMR 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 34/2019. 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 : 16 August 2019
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<th>POST 28/141</th>
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<td>Component:</td>
<td>Internal Medicine</td>
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**SALARY**

- **Grade 1**: R821 205 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospital Allowance
- **Grade 2**: R938 964 per annum all-inclusive package + a fixed commuted overtime & 18% inhospital allowance
- **Grade 3**: R1 089 693 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance

**CENTRE**

GJGMR Hospital

**REQUIREMENTS**

- **Grade 1**: Minimum Requirements: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. **Grade 2**: Minimum Requirements: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Five (5) years post registration experience as a Medical Practitioner. **Grade 3**: Minimum Requirements: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Ten (10) years post registration experience as a Medical Practitioner.

**Knowledge, Skills and Experience Required**:

- Sound knowledge and skills in Emergency Medicine including advanced adult and Paediatric resuscitative intervention. Sound clinical knowledge in General medicine including management of acute and chronic medical conditions. Good interpersonal and supervisory skills.
- Ability to work in challenging environment. Sound assessment, diagnostic and management skills. Knowledge and skills in Emergency care. ACLS, PALS, ATLS or Diploma in Primary Emergency Care is recommended. Recommendation: ACLS certification. Knowledge, Skills and Experience Required: Sound medical knowledge in Internal Medicine and experience and ability in dealing with chronic, Subacute and Acute Medical condition. Working knowledge of medical protocols, health policies, acts and regulations. Ability to work in a multi-disciplinary team setting. Ability to perform procedures. Ability to resuscitate patients. Excellent communication skills. Ability to work and maintain meaningful relationships with a diverse community. Resilience and ability to cope with change. Ability to make difference. Ability to work in a challenging environment.

**DUTIES**

- Clinical duties as per hospital/departmental requirements, including commuted overtime. Provision of quality of care, assisting HOD with quality assurance, quality improvement projects, morbidity and mortality reviews, monthly various type of audits, development of clinical patient guidelines, policies. Patient Satisfaction, patient satisfaction surveys, reducing waiting times, identifying, meeting and surpassing patient’s expectations. Conduct research. Maintain and continuously improve professional and ethical standards. Active participation in academic activities. Outreach programmes. To provide training for nurses, junior staff, interns and medical students. NB. Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution.

**ENQUIRIES**

DR B Ramjiwan (Head of Department) Tel No: (032) 437 6263

**APPLICATIONS**

Applications to be forwarded to: Human Resources Department, The Human resource manager, GJGMR 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. GJMR 36/2019. 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**: 16 August 2019

**POST 28/142**: **MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 57/19 (X1 POST)**
Component: Intensive Care Unit (Critical Care)

**SALARY**
Grade 1: R821 205 per annum All inclusive package
Grade 2: R938 964 per annum All inclusive package
Grade 3: R1 089 693 per annum All inclusive package
Consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually. This advertisement is intended to recruit a Medical Officer to the Intensive Care Unit of Grey’s Hospital, with a start date on or before 1 November 2019. The incumbent is expected to work in the Intensive Care Unit of Grey’s Hospital, Pietermaritzburg. The primary purpose of this post is for the incumbent to render clinical services and perform administrative duties in the Intensive Care Unit. Practical and academic training to facilitate this task will be provided.

**CENTRE**: Greys Hospital, Pietermaritzburg

**REQUIREMENTS**
An appropriate qualification in the appropriate Health science (MBChB or equivalent) plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner Recommendations: A Higher Qualification in a relevant clinical discipline (such as the Diploma in Anaesthesia, Diploma in Emergency Medicine, Higher Diploma in Internal Medicine etc) would be an advantage. Advanced emergency courses such as ATLS, ACLS, etc would be an advantage. Post internship experience in Emergency Medicine, Surgery, Internal Medicine or Anaesthetics would be an advantage. References from previous employers attesting to the candidate’s clinical skills, practical abilities, stress tolerance and ability to work in Knowledge, Skills, Training And Competence Required Knowledge of and adherence to current Health and Public service legislation, regulations and policy Knowledge of and adherence to relevant medical ethical principles Basic skills in health data systems management

**Grade 1**: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3**: Experience: 10 years’ experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. A Higher Qualification in a relevant clinical discipline (such as the Diploma in Anaesthesia, Higher Diploma in Emergency Medicine, Diploma in Internal Medicine etc.) would be Required.

**DUTIES**
Clinical responsibility including examine, Investigate, diagnose and oversee treatment of patients. To perform appropriate safe medical care of critically ill patients in the triage, pre-admission, admission, stabilization and post ICU phase of critical illness. To maintain a logbook of clinical duties. To assist in the operational management of the critical care unit. Drawing up of Work Schedules Organizing and managing meetings in the ICU. Maintenance of databases. Completion of Human Resources reports. Completion on Quality Improvement Reports.
Attendance at Hospital Committee Meetings
Assist with human resource development for medical staff
Conduct Orientation and Induction Programme for new and nursing Medical staff
Provide guidance and advice to junior medical staff and nursing staff
Assist with the development of clinical training programmes
Support Continuous Professional Development by assisting with information seminars, attendance of external meetings, conferences etc.
Participate in relevant clinical training programmes
Maintain accurate and appropriate health records in accordance with the legal/ethical considerations and continuity of patient care
Undertake continuing medical education and professional development with knowledge of current literature e.g. Medical journals
To identify health care needs and communicate these to seniors so that new ideas could be developed on policies/methods/techniques and procedures.
To participate in audit and quality control programs to improve the standard of patient care.
To participate in departmental administration by ensuring compliance with all departmental rules and regulations with regard to leave, call rosters and rotations
The incumbent will be part of the Pietermaritzburg Metropolitan Group of hospitals and will be expected to rotate through all hospitals in Pietermaritzburg if required
The incumbent will be required to participate in the After Hours call system, and thus completion of a Group 3 Commuted Overtime contract will be required.

ENQUIRIES
DR C. Lee Tel No: (033) 897 3289

APPLICATIONS
Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION
Mrs. M. Chandulal

NOTE
Directions To Candidates: The following documents must be submitted:
Application for employment form (Z83) which is obtainable at any Government Department OR website, certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g. GS 57/19 .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 checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE
19 August 2019

POST 28/143
MEDICAL OFFICERS (GRADE 1, 2, 3) REF NO: EST/07/2019 (X4 POSTS)
Component: Medical Services

SALARY
Grade 1: R821 205 per annum All inclusive salary packages
Grade 2: R938 964 per annum All inclusive salary packages
Grade 3: R1 089 693 per annum All inclusive salary packages
(This inclusive package consists of 70% basic salary and 30 % flexible portion that can be structured in terms of the applicable rules)
Additional Benefits: Commuted Overtime (subject to approval), Plus Rural Allowance (18 % of basic salary)

CENTRE
Estcourt District Hospital

REQUIREMENTS
An MBChB degree or equivalent, Plus, Registration with the HPCSA as a Medical Practitioner, Plus, Current registration with the HPCSA as a Medical Practitioner post community service. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications, Proof of experience endorsed and signed by HR to be attached. Grade 1: Experience: not applicable. Registration with the HPCSA as a Medical Practitioner. Foreign candidates require 1 year of relevant experience after registration with a recognized foreign Health Professional Council.
Grade 2: Experience: 5 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Foreign candidates require 6 years of relevant experience after registration with a recognized Foreign Health Professional Council.
Grade 3: Experience: 10 years of relevant experience
after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 11 years relevant experience after registration with a recognized Foreign Health Professional Council. Knowledge, Skills, Training, and Competencies: Broad medical knowledge, including HIV and TB, paediatrics, surgery, obstetrics & gynaecology, orthopaedics, psychiatry, emergency medicine and anaesthetics, Clinical and surgical skills within the scope of practice of a district hospital, Communication and interpersonal skills, Willingness to teach and supervise junior doctors and students, Knowledge of applicable legislation, and national quality standards relating to primary health care.

**DUTIES**: Consultation, diagnosis and treatment of patients in the outpatient department, casualty, wards and attached clinics Implementation of required standards of care, including treatment protocols and guidelines. Referral to higher levels of care when indicated. Participation in duty rosters Performance of required administrative duties. Facilitation of staff training and on-going medical education. Collaboration with medical practitioners and other health care workers in neighbouring health institutions to promote an effective district health service.

**ENQUIRIES**: Dr. E.M. Kekana E-mail:mabatho.kekana@kznhealth.gov.za Tel No: 036 - 342 - 7040

**APPLICATIONS**: All application should be forwarded to: The Human Resource Manager, Estcourt District Hospital, Private Bag X 7058, Estcourt, 3310

**POST 28/144**: ASSISTANT MANAGER NURSING - GENERAL: MONITORING AND EVALUATION REF NO: MONT 08/2019

**SALARY**: R562 800 per annum (OSD)

**CENTRE**: Montebello Hospital

**REQUIREMENTS**: Senior Certificate or Equivalent qualification plus Degree/ Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with SANC as General Nurse. A minimum of 08 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General nursing. At least 03 years of the period referred to above must be appropriate/ recognizable experience at management level. Current annual practicing certificate (2019 Receipt). Proof of current and previous experience endorsed by the Human Resource Department must be attached.

**DUTIES**: Administer and evidence results-based monitoring and evaluation system in the institution as well as feeder facilities within the Provincial M&E Framework and monitor research activities in the institution. Analyze data obtained from the source and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed Performance and other reports. Ensure that Institutional Plans are in place and aligned with the District Health Plan. Ensure planning, M&E support to all departments in the institution. Ensure the efficient and effective utilization of resources allocated to the component, inclusive of the development of staff. Ensure that quality control systems and plans are in place for use during inspection and auditing and to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws. Relieving in the matrons office that will include working one of the weekends in the matrons office.

**ENQUIRIES**: S JJ Mchunu Tel No: (033) 506 7000

**APPLICATIONS**: Should be forwarded to: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236.

**FOR ATTENTION**

**NOTE**: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of
previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

**CLOSING DATE**: 16 August 2019

**POST 28/145**: OPERATIONAL MANAGER: PHC SUPERVISORS: PRIMARY HEALTH CARE STREAM (X2 POSTS)

**SALARY**: R562 800 – R633 432 per annum PLUS 8% Rural allowance Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional (Employee must meet prescribed conditions)

**CENTRE**: Umgungundlovu District Office:

- Impendle and Richmond Sub-District Ref No: UMG01/20/19
- Vulindlela Sub District Ref No: UMG01/21/2019

**REQUIREMENTS**: Diploma/Degree in General Nursing and Midwifery plus one year diploma in PHC Current Registration with SANC as general Nurse and Primary Health Care Nurse 

A minimum of 9 years recognizable nursing experience after registration as professional nurse with SANC in General Nursing of which 5 Years must be recognizable experience after obtaining one year post basic qualification in primary Health Care. Computer literacy with a proficiency in MS Office Software applications Code 8 Drivers licence. Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, skills, training and competencies required:-Financial Management. Leadership, Organizational, decision making and problem solving. Knowledge of Public Service policies and other Health Related prescripts. Sound knowledge of Code of conduct. Good interpersonal skills. Human Resources Management and Labour Relations Act.

**DUTIES**: Ensure implementation of operational imperatives set by the District as per Health policies and programmes. Ensure provision of quality health care services. Provide contextual planning, monitoring and evaluation. Coordinate service area to ensure a primary health approach within the whole area. Facilitate and advocate for the required resources for service delivery including staff development. Ensure cost effective and appropriate use of resources. Ensure appropriate implementation of Batho Pele principles. Ensure development, implementation and evaluation of EPMD in line with departmental prescripts. Manage and support education, in-service training, and practice development initiatives in the facilities, professional growth, ethical standards and participation in training and research. Oversee disciplinary and grievance matters including monitoring and managing absenteeism. Implement consequence management for non-compliance. Ensure quality data management at facility and sub-district level. Maintain inter-sectoral collaboration with other government structures through Operation Sukuma Sakhe Activities. Provide supervision to PHC clinics and units serving a community. Participate in Primary Health Care Sub –District Meetings. Deputize Assistant Manager Nursing and take over his/her responsibilities in absence.

**ENQUIRIES**: Mrs NA Mbana Tel No: (033) 395 4340

**APPLICATIONS**: All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg 3200 or Hand Deliver to: 171 Hoosen Haffejee Street (Burg street) Pietermaritzburg

**FOR ATTENTION**: Human Resource Department Note: Preference Will Be Given To African Males

**CLOSING DATE**: 16 August 2019

**POST 28/146**: MONITORING AND EVALUATION REF NO: EST/08/2019 (1X POST)

Directorate: Nursing

**SALARY**: R562 800 per annum

**CENTRE**: Estcourt Hospital
**REQUIREMENTS**

Senior Certificate (Grade 12). Diploma/Degree in General Nurse and Midwifery. Current registration with South African Nursing Council as a registered General Nurse and Midwife. Minimum of 8 years appropriate/recognized experience as a Professional Nurse after registration as Professional Nurse with SANC. At least 3 years of the period referred to above must be appropriate/recognizable experience at a management level. Valid driver’s license. Proof of computer literacy. Proof of previous and current experience (Certificate of Service) and stamped by HR must be attached.

**DUTIES**

Administer and facilitate the implementation of an integrated monitoring and evaluation framework fully aligned to National; Provincial; and departmental performance reporting requirements. Co-ordinate the drawing of institutional plans which are aligned to annual performance plan. Analyses data obtained from sources and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of prescribed performance and other reports. Ensure planning, monitoring and evaluation support to all departments in the institution. Develop budget estimates for the planning, monitoring, and evaluation unit as well as efficient management of resources allocated to the planning M&E unit. Ensure implementation of the total quality management framework and compliance to National Core Standards. Enforce compliance to legislative prescripts in all units within the facility jurisdiction. Working towards a clean audit. Coordinate staff training and initiatives for ensuring service excellence. Oversee Quality and Infection Prevention and Control issues. Ensure good governance within the facility.

**ENQUIRIES**

Dr E.M Kekana  
Tel No: (036)342 7040

**APPLICATIONS**

Applications should be sending by courier, hand delivered to HR Department, No 1 old main road and posted to: The Human Resource Department Estcourt Hospital P/Bag x 7058 Estcourt 3310, the HR Department, No 1 old main road, Estcourt.

**NOTE**

Applications must be submitted on Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za the completed documents and signed form should be accompanied by a recent updated CV as well as certified copies of all qualifications and ID documents (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB People with Disabilities Are Encouraged Applying. Successful Candidates Will Be Subjected To Medical Assessment.

**CLOSING DATE**

16 August 2019

**POST 28/147**

ASSISTANT DIRECTOR: RADIOGRAPHY (ULTRASOUND) GR1 REF NO: GS 56/19

**SALARY**

Grade 1: R517 326 per annum. Other Benefits: 13th cheque, medical aid (optional), home owner allowance, employee must meet prescribed requirements.

**CENTRE**

Greys Hospital, Pietermaritzburg

**REQUIREMENTS**

Bachelors degree in Ultrasound or Bachelor of Technology: Ultrasound Certified copy of original registration with the Health Professions Council of South Africa as a radiographer (Ultrasound) Certified copy of current registration (2019/2020) with the Health Professions Council of South Africa as a Radiographer (Ultrasound) 8 years appropriate experience after registration with HPCSA in the relevant profession of which 5 years must be appropriate experience in Ultrasound radiography in a supervisory / managerial capacity. Certificates of service or official letters from previous/current employers to be attached as proof of experience. Recommendation: Experience performing high risk Obstetric and foetal anomaly scans and Gynaecological scans Report writing on difficult general scans. Knowledge, Skills and Experience: Excellent knowledge of high risk obstetrics and gynaecology Excellent knowledge of general scans, small parts, vascular and musculoskeletal scans Ability to efficiently plan and implement departmental management functions, supervision of clerical and general staff, leave management, PMDS, disciplinary procedures, consumables ordering, equipment
maintenance and quality assurance. Ability to supervise, mentor, and teach practical ultrasound skills to ultrasonography students and junior doctors. Sound knowledge of all protocols and procedures. Good knowledge of the use of the equipment. Sound reporting skills and administrative functions. Computer literacy. Sound knowledge of Health and Safety rules and regulations and Infection Prevention and control procedures. Ability to perform basic trouble-shooting on Ultrasound and I.T. equipment. Good interpersonal and problem solving skills, and good verbal and written communication skills.

**DUTIES**
Manage the sub-department as above. Supervise, support, monitor and guide all staff within the component, including managing rosters, leave absences, performance assessments and disciplinary procedures. Teach practical ultrasound skills to ultrasonography students and junior doctors. Troubleshoot, monitor, report and resolve minor technical problems with the ultrasound units. Ensure effective utilization and maintenance of equipment, supplies and other resources. Develop, implement and monitor policies and procedures to ensure the effective and efficient functioning of the department. Provide clinical training and assessments for students/rotating medical staff and promote a work environment conducive to continuous professional development. Develop, monitor and sustain Quality Improvement Programs within the department.

**ENQUIRIES**
Mrs D Wood Tel No: (033) 897 3208

**APPLICATIONS**
Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

**FOR ATTENTION**
Mrs. M. Chandulal

**NOTE**
Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate - not copies of certified copies. 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 56/19. 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 checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

**CLOSING DATE**
19 August 2019

**POST 28/148**
CHIEF ULTRASOUND RADIOGRAPHER GR 1 REF NO: GS 55/19

**CENTRE**
Greys Hospital, Pietermaritzburg

**REQUIREMENTS**
DUTIES: Provide a high quality ultrasound service in keeping with tertiary status of the hospital. Provide correct interpretation of all ultrasound scans. Compile comprehensive reports as required in the working environment. Provide assistance, supervision and training to junior staff and students. Promote good health practices and ensure optimal care of the patient. Execute all clinical procedures competently to prevent complications. Participate in quality improvement programs, policy making, in-service training and National Core Standards. Perform reception and clerical duties as required.

ENQUIRIES: Mrs D Wood Tel No: (033) 897 3208

APPLICATIONS: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION: Mrs. M. Chandulal

NOTE: Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 55/19. 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 checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE: 19 August 2019

POST 28/149: OPERATIONAL MANAGER NURSING - GENERAL: FEMALE WARD REF NO: MONT 06/2019

SALARY: R444 276 per annum (OSD)

CENTRE: Montebello Hospital

REQUIREMENTS: National Senior Certificate (Grade 12). Degree/Diploma in General Nursing and Midwifery. Registration with SANC as a General Nurse and Midwife. 2019 SANC Annual practicing certificate (2019 receipt). A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Proof of current and previous experience endorsed by the Human Resource Department must be attached.

DUTIES: Coordination of optimal, holistic nursing care provided within set standards and professional/legal framework. Ensure accurate and reliable statistics and reports are generated through the information management section. Monitor and evaluate the effectiveness of nursing staff development, infection control and quality control and information management practices in the hospital against set standards with view to identify and address problem areas timeously. Ensure the effective, efficient and economical use of all allocated resources, including human resources. Ensure supervised patient care through effective support to nursing services. Coordination of the provision of effective training and research. Promote quality nursing and health services as directed by the professional scope of practice and standards as determined by the institution. Maintain professional growth/ ethical standards and self-development. Participate in all initiatives with the aim to achieve quality service provision. Ensure that units comply with National Core Standards, Batho Pele principles to meet the needs and demands of the clients. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution. Assist in planning, organizing and monitoring of objectives of the units and departments. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations. Monitor and evaluate staff performance through EPMDS. Relieving in the matrons office that will include working one of the weekends in the matrons office. Oversee the functioning of the whole ward and make decisions accordingly.
**ENQUIRIES**: MS JJ Mchunu Tel No: (033) 506 7000  
**APPLICATIONS**: Should Be Forwarded To: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236.  
**FOR ATTENTION**: Human Resource Manager  
**NOTE**: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.  
**CLOSING DATE**: 16 August 2019  
**POST 28/150**: OPERATIONAL MANAGER NURSING - GENERAL: NIGHT DUTY SERVICES  
**REF NO**: MONT 07/2019  
**SALARY**: R444 276 per annum (OSD)  
**CENTRE**: Montebello Hospital  
**REQUIREMENTS**: National Senior Certificate (Grade 12). Degree/Diploma in General Nursing and Midwifery. Registration with SANC as a General Nurse and Midwife. 2019 SANC Annual practising certificate (2019 receipt). A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Proof of current and previous experience endorsed by the Human Resource Department must be attached.  
**DUTIES**: Coordination of optimal, holistic nursing care provided within set standards and professional/legal framework. Ensure accurate and reliable statistics and reports are generated through the information management section. Monitor and evaluate the effectiveness of nursing staff development, infection control and quality control and information management practices in the hospital against set standards with view to identify and address problem areas timeously. Ensure the effective, efficient and economical use of all allocated resources, including human resources. Ensure supervised patient care through effective support to nursing services. Coordination of the provision of effective training and research. Promote quality nursing and health services as directed by the professional scope of practice and standards as determined by the institution. Maintain professional growth/ ethical standards and self-development. Participate in all initiatives with the aim to achieve quality service provision. Ensure that units comply with National Core Standards, Batho Pele principles to meet the needs and demands of the clients. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution. Assist in planning, organizing and monitoring of objectives of the units and departments. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations. Monitor and evaluate staff performance through EPMDS. Relieving in the matrons office that will include working one of the weekends in the matrons office. Oversee the functioning of the whole facility and make decisions accordingly.  
**ENQUIRIES**: Ms JJ Mchunu Tel No: (033) 506 7000
APPLICATIONS: Should Be Forwarded To: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236
FOR ATTENTION: Human Resource Manager
NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE: 16 August 2019

POST 28/151: ULTRASOUND RADIOGRAPHER GR 1, 2, 3 REF NO: GS 54/19
Component: Radiology Department

SALARY: Grade 1: R395 703 per annum
Grade 2: R466 119 per annum
Grade 3: R549 066 per annum
Other benefits: 13th cheque, medical aid (optional), home owner allowance

CENTRE: Greys Hospital, Pietermaritzburg

REQUIREMENTS: employee must meet prescribed requirements: Grade 1: 4 years appropriate experience after registration with HPCSA as a radiographer (Ultrasound). Grade 2: 14 years appropriate experience after registration with HPCSA as a radiographer (Ultrasound) of which 10 years must be after registration. Grade 3: 24 years appropriate experience after registration with HPCSA as a radiographer (Ultrasound) of which 20 years must be after registration. Applicants with a (4) years Radiography Specialty Qualification (not in possession of Diagnostic Radiographer Qualification and without the 4 years appropriate experience in Ultrasound, may also apply but will be appointed TITLED as Diagnostic Radiographer, work in the Ultrasound component to attain or complete their 4 years appropriate experience and then be translated to Speciality). National Diploma in Radiography: Ultrasound or Bachelor’s Degree in Technology Radiography: Ultrasound Proof of original registration with Health Professions Council of South Africa as a Radiographer Ultrasound Proof of current registration with the Health Professions Council of South Africa for 2019/2020 in the category Independent Practice: Ultrasound Certificate of Service OR official letters from previous employers to be attached as proof of experience Knowledge, Skills and Experience: Sound knowledge of obstetrics and gynaecology, general and vascular ultrasound procedures and equipment Sound report writing and administrative skills (Computer literacy and some knowledge of PACS/RIS system) Knowledge of relevant Health and Safety Acts and Infection Control measures Promote Batho Pele principles in the execution of duties for effective service delivery Ability to work autonomously and as part of a team Good attitude to teaching and mentoring of students and community service ultrasound radiographers

DUTIES: Provide a high quality ultrasound service in keeping with tertiary status of the hospital Provide correct interpretation of all ultrasound scans Promote good health practices and ensure optimal care of the patient Execute all clinical procedures
competently to prevent complications. Perform reception and clerical duties as required. Compile comprehensive reports. Participate in quality assurance and quality improvement programmes, CPD activities and in-service training to junior staff and students.

**ENQUIRIES** : Mrs D Wood Tel No: (033) 8973208

**APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

**FOR ATTENTION** : Mrs. M. Chandulal

**NOTE** : Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, certified copies of highest educational qualifications and professional registration certificate - not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 54/19. 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 checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.

**CLOSING DATE** : 19 August 2019

**POST 28/152** : CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM REF NO: UMG01/22/19

**Component**: Taylors Clinic

**SALARY** : Grade 1: R383 226 – R444 276 per annum Plus 8% rural allowance
Grade 2: R471 333 – R579 696 per annum Plus 8% rural allowance
Benefits: 13th Cheque, home owner's allowance, and Medical aid optional

**CENTRE** : Umgungundlovu District Office

**REQUIREMENTS** : **Grade 1**: grade 12 (National Senior Certificate) Degree/Diploma in General nursing and Midwifery 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Registration with SANC as General Nurse, Midwife and Primary Health Care. A minimum of 4 years appropriate/recognizable experience as a General Nurse. **Grade 2**: Matric grade 12 (National Senior Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, skills, training and competencies required:-Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice. Good communication skills. Good interpersonal skills, Team building and supervisory skills.

**DUTIES** : Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Administrative service such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including
willingness to respond to patients’ needs and expectations according to Batho Pele Principles. Facilitate implementation of Ideal Clinic concept. Implement NCS within the facility. Conduct facility status determination. Update Ideal website to maintain status achieved. Capture complaints, PSI and waiting times on the website. Implement IPC within the facility. Deputize Operational Manager and take over his/her duties when not on duty.

ENQUIRIES
MRS NM Ngubane
Tel No: (033) 395 4340

APPLICATIONS
All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg 3200 or Hand Deliver to: 171 Hoosen Haffejee Street (Burg street)

FOR ATTENTION
Human Resource Practices

NOTE
Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s). Note: Preference will be given to African Males.

CLOSING DATE
16 August 2019

POST 28/153
PROFESSIONAL NURSE SPECIALTY GRADE 1/2: REF NO: HRM 35/2019 (X6 POSTS)

SALARY
Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum

CENTRE
King Edward VIII Hospital

REQUIREMENTS
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 relevant specialty 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. Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse. 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 specialty after obtaining the one year post basic qualification in the relevant specialty Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.

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.

ENQUIRIES
Mr. B.B. Khoza Tel No: (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.

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
30 August 2019

POST 28/154
PROFESSIONAL NURSE- SPECIALITY: THEATRE REF NO: MONT 10/2019

SALARY
Grade 1: R383 226 per annum (OSD)
Grade 2: R471 333 per annum (OSD)

CENTRE
Montebello Hospital

REQUIREMENTS
Degree/ Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A Post Basic qualification in Operational Theatre Nursing Science with a duration of one year, accredited with SANC. Certificates of Registration with SANC (General Nursing and Midwifery and relevant post basic qualification). 2019 SANC Annual practicing certificate (2019 receipt). Experience: Grade 1: A minimum of 04 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least ten years of the period referred to above must be appropriate/recognizable experience in the specialty after obtaining the 1-year post basic qualification in Operating Theatre Nursing Science. Proof of current and previous experience endorsed by the Human Resource Department must be attached.

DUTIES
Provision of optimal, holistic specialized nursing care within set standards and within a professional/legal framework. Ensure the effective, efficient and economical use of all allocated resources, including human resources. Participation in the provision of effective training and research. Maintain professional growth/ ethical standards and self-development. Participate in all initiatives with the aim to achieve quality service provision. Ensure that units comply with National Core Standards, Batho Pele principles to meet the needs and demands of the clients. Assist in planning, organizing and monitoring of objectives of the units and departments. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations.

ENQUIRIES
S JJ Mchunu Tel No: (033) 506 7000

APPLICATIONS
Should Be Forwarded To: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236

FOR ATTENTION
Human Resource Manager
Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE: 16 August 2019

POST 28/155: CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: KDC 02/2019 (X1 POST)
Component: Kwadukuza Clinic

SALRY: Grade 1: R383 226 per annum Plus 8% rural allowance
Grade 2: R471 333 per annum 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), Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). 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) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), Current registration with SANC as General Nurse and Midwifery, plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Knowledge, skills and competencies: 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. Recommendations; Valid Code EB Driver’s license (Code8) NB: Proof of previous and current work experience endorsed and stamped by HR Office must be attached.

DUTIES: Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping of basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give
To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. 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. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. 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. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net. Assist with capturing patients on patient registration (HPRS) system Support the realization and maintenance of Ideal Clinic Programme in the facility.

ENQUIRIES : Mrs. R Bhagwandin (Operational Manager; PHC Supervisor) Tel No: 032 - 4373600
APPLICATIONS : to be forwarded to: The Acting District Director Human Resources Department, 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 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 : 16 August 2019
POST 28/156 : CLINICAL NURSE PRACTITIONER (GR1, 2) REF NO: OSI CNP 02/2019 (X2 POSTS)
Component: Osindisweni Mobile Clinic

SALARY : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits: Rural Allowances (13th Cheque, Plus 8% of basic salary, Plus Housing Allowance – employees must meet prescribed requirements, Plus Medical Aid optional

CENTRE : Osindisweni District Hospital, Verulam

REQUIREMENTS : Minimum Requirements: Senior Certificate STD 10/Grade 12, Diploma/Degree in General nursing and midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. One year post basic qualification in Primary Health Care accredited by SANC. Proof of current registration with South African Nursing Council as a General Nurse, Midwife and Primary Health Care Nurse (SANC Receipt for 2019). Valid driver’s license code 10 (C1) with PDP. Proof of current and previous experience endorsed and stamped by Human Resource (Certificate of Service) must be attached. Grade 1: A minimum of 4 years’
appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General nursing of which at least 10 years must be appropriate/recognizable experience after obtaining one year Post Basic qualification in Primary Health Care.


ENQUIRIES: Ms. P.P Thusi (Deputy Nursing Manager): Tel No: (032) 541 9231/9272
APPLICATIONS: Applications to be forwarded to: The Acting Chief Executive Officer, Osindisweni District Hospital, Private Bag X15, Verulam, 4340.
CLOSING DATE: 23 August 2019

POST 28/157: PROFESSIONAL NURSE SPECIALITY (TRAUMA & RESUSCITATION) GRADE 1, 2 REF NO: GJM40 /2019 (X1 POST)
Component: 029499

SALARY: Grade 1: R383 226 per annum
Grade 2: R471 333 per annum

CENTRE: General Justice Gizenga Mpanza Regional Hospital

REQUIREMENTS: Matric/Senior certificate (grade 12) or equivalent qualification Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse PLUS Registration with SANC as a Professional Nurse PLUS Post basic Diploma Nursing Qualification in Relevant Speciality (Trauma & Emergency / Critical Care Nursing Science ) with duration of One Year Accredited with SANC. Proof of current registration (2019 receipt) A minimum of four (4) years appropriate recognizable experience in Nursing after registration as a professional nurse. Proof of current/previous work experience endorsed and stamped by HR must be attached. Grade 2: A minimum of 14 years appropriate recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one year Post – Basic qualification in relevant specialty. Knowledge, Skills and Competencies Required: Knowledge of Nursing Care, Processes and Procedures, Nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving and Interpersonal Skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, Assertive and must be a Team player.

DUTIES: Provide comprehensive, quality nursing care to patients/clients in a specialty unit in a cost effective and efficient manner. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Ensuring clinical nursing practice by the nursing team in accordance with
the Scope of Practice and nursing standard as determined by the relevant health facility. Ensure accurate record keeping for continuity of patient care and statistical purposes. Manage the unit in the absence of the supervisor. Manage the utilization of all the resources within the unit efficiently and effectively. Ensure that all equipment is available, checked and functional. Assist in the evaluation of EPMDS of staff within the unit. Order and monitor the appropriate levels of consumables. Promote a safe, healthy and therapeutic environment for patients, staff and public. Maintain competence in the execution of her/his duties while managing high standards of performance including for others. Work as part of the multidisciplinary team to ensure good nursing care. Assist in the implementation of priority programmes such as National Core Standards, IPC & Ideal Hospital and all other programmes related to quality assurance. Able to plan and organize own work and that of other staff based on the objectives of the unit. Complete patient related data and partake in research. Do readjustment of staff as required on the shift to provide adequate nursing cover. Ensure that patients receive quality nursing care through effective communication, coordination of services and liaison with all disciplines. Provide direct and indirect supervision of all staff in the unit and give guidance. Identify and participate in the analysis and formulation of nursing policies and procedures.

ENQUIRIES: Mrs T.H Mthembu (Assistant Manager Nursing) Tel No: 032- 437 6173/6111
APPLICATIONS: Applications to be forwarded to: Human Resources Department, Postal address The Human Resource Manager, General Justice Gizenga Mpanza Regional Hospital, Private Bag x10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street
FOR ATTENTION: Mr. S. Govender (Human Resource Manager)
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. St17/2019. 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. Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

CLOSING DATE: 30 August 2019
POST 28/158: ASSISTANT DIRECTOR - SYSTEMS REF NO: MONT 09/2019
SALARY: R376 596 per annum (Level 09)
CENTRE: Montebello Hospital
REQUIREMENTS: National Senior Certificate (Grade 12) OR equivalent qualification plus an appropriate Bachelor’s Degree or National Diploma in Public Management/Administration. At least 5 years’ experience in systems environment, 3 years of which must be supervisory experience. At least Code 08 driving license. Proof of current and previous experience endorsed by the Human Resource Department must be attached.
DUTIES: Manage and control support services namely: Information Technology, Cleaning Services, Telecommunication, Registry, Reprographic, Services, Maintenance Services, Gardening Services, Patient Administration Services, Mortuary Services,
Housekeeping, Security Services, Laundry Services, Transport Services and Waste Management Services. Ensure that all Information systems are maintained so as to provide reliable, valid, timeous processing of information. Monitor the provisions of all hotel services and facilities by contractors in order to ensure contract adherence, ensure compliance with service level agreement and highest level of quality. Ensure proper management of staff in line with the EPMD policy of the department. Provide Technical advice to management team in respect of operations. Ensure that standby and emergency facilities are properly maintained. Contribute as a member of multi-disciplinary management team toward the effective and efficient management of the institution. Oversee risk management in the facility. Ensure compliance with disaster and major incidents management plan.

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The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups. The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.

APPLICATIONS
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The department will conduct reference checks with the HR of current and/or previous employer(s) part from the referees listed. Target: African Male, African Females and people with disabilities who meet the requirements.

OTHER POST

POST 28/159  :  BOIMETRICS SYSTEM SUPPORTER REF NO: KZN PT19/29

Purpose: To provide functional Biometric Access Control System (BACS) support service to all provincial system users.

SALARY  :  R316 791 per annum

CENTRE  :  KZN Provincial Treasury


ENQUIRIES  :  Mr K Mqadi Tel No: (033) 897 4585

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS  :  Direct or hand deliver applications to the addresses as indicated below:

Head Office: Department of Social Development, Private Bag X9144, Pietermaritzburg 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg 3200 For Attention: Ms PN Mkhize.

EThekweni North, EThekweni South and Ilembe Districts: The District Director Department of Social Development, Private Bag X1503 Durban: 4000 or hand deliver to: 214 Dr Pixley KaSeme Street, 8th Floor Durban 4000. Attention: Ms TN Ndlovu.

UMgungundlovu, UGu and Harry Gwala Districts: The District Director: Department of Social Development, Private Bag X1724, Pietermaritzburg: 3200 or hand deliver to 158 Langalibalele Street, Pietermaritzburg 3201. For Attention: Mr MN Mhlongo.

Zululand District: The District Director Department of Social Development, Private Bag X13 ULUNDI, 3838 or hand deliver to King Dinuzulu Highway, Administration Building, 2nd Floor, Zone 3, Ulundi, 3838. Attention: Ms FN Ntombela.

Umkhanyakude District: The District Director: Department of Social Development, P. O. Box 246; Mbazwana; 3974 or hand deliver to Ngwenya Properties; Sodwana Bay Road; Mbazwana; 3974. For Attention: Mr NH Siyaya.

King Cetshwayo District: The District Director: Department of Social Development, Private Bag X02 Empangeni Rail, 3910 or hand deliver to 10 Bronze Street, Empangeni Rail, 3910. Attention: Ms NS Mbokazi.

UMzinyathi District: The District Director: Department of Social Development, Private Bag X2057 Dundee, 3000 or hand deliver to 50 Gray Street, Dundee, 3000. Attention: Mr CM Ndaba.
**Amajuba District:** The District Director: Department of Social Development, Private Bag X6680; Newcastle; 2940 or hand deliver to 941 Church Street, Charlestown; 2940. Attention: Mr TM Nguse.

**UTHukela District:** The District Director: Department of Social Development; Private Bag X9917 Ladysmith; 3370 or hand deliver to 108 Rholihlahla Street; Peters; Ladysmith; 3370. For Attention: Mr PM Mpanza.

**CLOSING DATE:** 16 August 2019

**NOTE:** Applications must be submitted on form Z83 and should be accompanied by a CV and original certified copies of all educational qualifications, Identity document and a valid driver’s license required by the post advertised. Applications must be forwarded to relevant address. Applicants must indicate the reference number of the post applied and the centre on Form Z83. Application forms Z83 (Application for Employment) should be fully completed and signed by the applicant. Under no circumstances will faxed or e-mailed applications be accepted. The Department is an Equal Opportunity Affirmative Action employer. Applicants who will promote the achievement of employment equity targets and who meet minimum appointment requirements will be given preference. The employment is subject to signing of the employment contract and annual performance agreement. The candidates will be required to undergo security clearance, competency based assessment and to disclose financial interests in accordance with relevant prescripts. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful.

**MANAGEMENT ECHELON**

**POST 28/160**

**DEPUTY DIRECTOR-GENERAL: SOCIAL SERVICES REF NO: DSD75/02/2019HO**

(Re-advertisement)

**SALARY**

R1 521 591 per annum (Level 15) (all-inclusive remuneration package)

**CENTRE**

Head Office

**REQUIREMENTS**

Qualifications: Honours Degree (NQF level 8) as recognized by SAQA, in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with the South African Council for Social Services Profession as a Social Worker. 8-10 years of experience at a Senior Managerial level. A valid driver’s license. Knowledge: Constitution of the Republic of South Africa; Policy analysis; Public Service Regulations; Labour Relations Act and relevant Regulations; Public Service Act; Social Welfare Laws; Community Development; Administrative Law; Research Methodology; PFMA and Treasury Regulations; Provincial Growth and Development Plan; Organizational behavior analysis; Employee Performance Management and Development Systems. Skills/ Core competencies: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy analysis and development; computer literacy; communication, presentation and negotiation.

**DUTIES**

Manage the provision of social services; Manage the provision of community development; Integrate, coordinate and manage service delivery at District Offices; Manage the provision of quality assurance services; Provide leadership and strategic direction to the Branch and inputs to the Department strategy; Manage resources of the branch.

**ENQUIRIES**

Ms NG Khanyile Tel No: (033) 348 5518

**POST 28/161**

**CHIEF DIRECTOR: STRATEGY AND SYSTEMS REF NO: DSD76/02/2019HO**

(Re-advertisement)

**SALARY**

R1 251 183 per annum (Level 14) (all-inclusive remuneration package)

**CENTRE**

Head Office

**REQUIREMENTS**

Qualifications: Bachelor’s Degree in Public Administration (NQF Level 7); A valid driver’s license, A minimum of 5 years’ experience at a senior managerial level in strategy and planning environment. Knowledge: Working knowledge of the Public
Service; Policy Analysis and development; Public Service Act and Regulations; Labour Relations Act and Relevant Regulations; Interpretation of Statue; Administrative Law; Research Methodology; PFMA and Treasury Regulations; Organizational behavior analysis; Strategic business management; Ministerial Handbook; Social Dynamics of KwaZulu-Natal Communities; Basic Conditions of Employment Act; Promotion of Equality and Prevention of Unfair Discrimination Act and other relevant Acts/Legislative Mandates. Skills/ Core competencies: communication; Computer; presentation; interpersonal relations; strategic planning; Analytical; financial management; Time management; conflict management; problem solving; relationship management; Decision making; change management; leadership; research; organizational; project management; Report writing.

**DUTIES**

Ensure the provision of integrated analysis and policy coordination services; Manage institutional performance assessment and programmes evaluation services; Manage and implement organizational development, change management and service delivery; Manage the provision of communication services and stakeholder management; Manage and facilitate the provision of information communication and technology management services; Provide leadership and strategic direction to the Chief Directorate and inputs to the Department strategy; Manage the resources of the Chief Directorate.

**ENQUIRIES**

Ms NG Khanyile Tel No: (033) 348 5518

**POST 28/162**

DIRECTOR: HIV/AIDS AND SUPPORT REF NO: DSD01/02/2019HO

**SALARY**

R1 057 326 per annum (Level 13) (all-inclusive remuneration package)

**CENTRE**

Head Office

**REQUIREMENTS**

Qualifications: Bachelor’s Degree in Social Work (NQF level 7); Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A minimum of 5 years’ experience at a middle/senior managerial level in social work environment; A valid driver’s license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Social Welfare Laws; Community Development Laws; Public Finance Management Act and Treasury Regulations; Employment Equity Act; Research Methodology; National Development Plan; Youth Development Policy; Community Outreach; Service Delivery Frameworks; Employee Performance Management and Development System. Skills/Core Competencies: Strategic capability and leadership; People management and empowerment; Financial management; Change Management; Programme and Project Management; knowledge Management; service delivery innovation; Problem solving and analysis; client orientation and customer focus; communications skills; research; presentation; facilitations; language; Policy analysis; computer literacy and numeracy.

**DUTIES**

Manage the provision of care and support to those affected and infected with HIV/AIDS; Manage the provision of Social Relief of Distress; Ensure integration of HIV/AIDS support services with other stakeholders; Manage the development and implementation of policies; Provide leadership and strategic direction to the Directorate and input to the Department Strategy; Manage resources of the Directorate.

**ENQUIRIES**

Ms PF Luthuli Tel No: (033) 264 2053

**POST 28/163**

DIRECTOR: UTHUKE DISTRICT REF NO: DSD02/02/2019UTH

(Re-advertisement)

**SALARY**

R1 057 326 per annum (Level 13) (all-inclusive remuneration package)

**CENTRE**

uThukela District

**REQUIREMENTS**

Qualifications: Bachelor’s Degree in Social Work (NQF level 7); Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A minimum of 5 years’ experience at a middle/senior managerial level; A valid Driver’s license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act and Treasury Regulations; Fraud Prevention Strategies; Social Welfare Laws; Labour
Relations Act; Non-Profit Organizations Act; Basic Conditions of Employment Act; Procurement Legislation; Public Participation; Employee Performance Management and Development System; Community Outreach; Service Delivery Framework; Provincial Growth and Development Plan. Skills/Core competencies: strategic capability and leadership; people management and empowerment; Programme and Project Management; Financial management; change management; Knowledge Management; Service Delivery Innovation; problem solving and analysis; Client Orientation and Customer Focus; Communication; Computer; Facilitation; Presentation.

**DUTIES**

Ensure the rendering of effective and efficient social welfare services; Ensure the rendering of effective and efficient community development services; Undertake service delivery quality assurance; Ensure the rendering of financial management services; Ensure the rendering of effective and efficient corporate support services; Provide leadership and strategic direction to the District and input to the Department Strategy; Manage resources of the District.

**ENQUIRIES**

Ms NPD Hlatshwayo Tel No: (036) 634 6600

**POST 28/164**

**DIRECTOR: OLDER PERSONS AND PERSONS WITH DISABILITIES REF NO: DSD03/02/2019HO**

(Re-advertisement)

**SALARY**

R1 057 326 per annum (Level 13) (all-inclusive remuneration package)

**CENTRE**

Head Office

**REQUIREMENTS**

Qualifications: Bachelor’s Degree in Social Work (NQF level 7); Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with the South African Council for Social Services Profession as a Social Worker; A valid driver’s license; A minimum of 5 years’ experience at a middle/senior managerial level in the social work environment. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Knowledge of policy analysis and development; Labour Relations Act; Welfare Laws; Research Methodology; Public Finance Management Act; Treasury Regulations; Organizational behavior analysis; Strategic business management; Employee Performance Management and Development System. Skills/Core competencies: Strategic capability and leadership; People management and empowerment; financial management; change management; Programme and project management; knowledge management; Services delivery innovation; Problem solving and analysis; Client orientation and customer focus; Communication; Research; Presentation; Facilitation; Language; Policy analysis; Computer literacy; Numeracy.

**DUTIES**

Manage and facilitate the provision of services to older persons; Manage and facilitate the provision of services to persons with disabilities; Manage the development and implementation of policies; Provide leadership and strategic direction to the Directorate and input to the Department Strategy; Manage resources of the directorate.

**ENQUIRIES**

Ms PF Luthuli Tel No: (033) 264 2053

**POST 28/165**

**DIRECTOR: KING CETSHWAYO DISTRICT REF NO: DSD04/02/2019KING**

(Re-advertisement)

**SALARY**

R1 057 326 per annum (Level 13) (all-inclusive remuneration package)

**CENTRE**

King Cetshwayo District

**REQUIREMENTS**

Qualifications: Bachelor’s Degree in Social Work (NQF level 7); Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with the South African Council for Social Services Professions as a Social Worker; A valid driver's license; a minimum of 5 years of experience in middle/senior managerial level. Knowledge: Constitution of the Republic of South African; Public Service Act and Regulations; Fraud Prevention Strategies; Welfare Laws; Non-Profit Organizations Act; Basic Conditions of Employment Act; Employee Performance Management and Development System; Public Participation; Service Delivery Frameworks; Social dynamics of Kwazulu-Natal Communities; Provincial Growth and development Plan. Skills/Core competencies: strategic capability and leadership; people management and empowerment; Programme and Project Management; Financial management; change management; Knowledge Management; Service Delivery Innovation; problem solving and analysis; Client Orientation and Customer Focus; Communication; Computer; Facilitation; Presentation.
Competencies: Strategic capability and leadership; People management and empowerment; Financial management; Change management; Programme and project management; Knowledge management; Service delivery innovation; Problem solving and analysis; Client orientation and customer focus; Communication; Research; Presentation; Facilitation; Language; Computer literacy; Numeracy.

DUTIES: Manage the provision of social welfare services; Manage the provision of services to children and families; Manage the provision of restorative services; Manage and facilitate the provision of community development; Manage the provision of quality assurance; Manage the provision of corporate services; Provide leadership and strategic direction to the District and input to the Department Strategy; Manage resources of the District and provide inputs to Policies.

ENQUIRIES: Mr RS Byroo Tel No: (035) 874 8502

POST 28/166: DIRECTOR: COMMUNICATION SERVICES AND STAKEHOLDER MANAGEMENT REF NO: DSD05/02/2019HO

SALARY: R1 057 326 per annum (Level 13) (all-inclusive remuneration package)

CENTRE: Head Office

REQUIREMENTS: Qualifications: Bachelor’s Degree in Communication Science/ Journalism/ Public Relations. A valid driver’s license. A minimum of 5 years of experience in middle/senior managerial level in communication environment. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Labour Relations Act; Research Methodology; Public Finance Management Act; Treasury Regulations; Employee Performance Management and Development System; Service Delivery Frameworks; Provincial Growth and development Plan. Skills/Core Competencies: Strategic capability and leadership; People management and empowerment; Financial management; Change management; Programme and project management; Knowledge management; Service delivery innovation; Problem solving and analysis; Client orientation and customer focus; Communication; Research; Presentation; Facilitation; Language; Computer literacy; Numeracy.

DUTIES: Manage internal and external communications; Manage marketing and exhibition campaigns; Manage stakeholder and community liaison; manage the development and implementation of policies; Provide leadership and strategic direction to the Directorate and input to the Department Strategy; Manage resources of the Directorate.

ENQUIRIES: Mr NM Zul Tel No: (033) 264 5437

POST 28/167: DIRECTOR: EXECUTIVE SUPPORT REF NO: DSD07/02/2019HO

SALARY: R1 057 326 per annum (Level 13) (all-inclusive remuneration package)

CENTRE: Head Office

REQUIREMENTS: Qualifications: Bachelor’s Degree in Public Administration/Public Management/Social Science (NQF Level 7), a valid driver’s license, 5-year experience at middle/senior managerial level in Office Management environment. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Labour Relations Act; Employee Performance Management and Development System; Service Delivery Frameworks; Intergovernmental matters. Skills/Core competencies: Strategic capability and leadership; People Management and Empowerment; Financial Management; Change Management; Programme and Project Management; Knowledge management; Service delivery innovation; Problem Solving and analysis; Client Orientation and customer focus; Communication; Research; Presentation; Facilitation; Language and Computer Literacy; Numeracy.

DUTIES: Ensure the provision of executive administration support services to the HOD. Provide support services to the Department’s management committees. Provide support services to the Department’s management committees. Manage HODs special projects. Manage the provision of Inter- Governmental Relations functions. Provide leadership and strategic direction to the Directorate and input to the Department Strategy. Manage the resources of the Directorate.

ENQUIRIES: Ms NG Khanyile Tel No: (033) 348 5518
<table>
<thead>
<tr>
<th>POST 28/168</th>
<th>SERVICE OFFICE MANAGER (X4 POSTS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R869 007 per annum (Level 12) (all-inclusive remuneration package)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Obuka Service Office Ref No: DSD08/02/2013OBUK (King Cetshwayo District)</td>
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<td>Mbabazane Service Office Ref No: DSD09/02/2019MBAB (UThukela District)</td>
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<td>KwaMsane Service Office Ref No: DSD 10/02/2019KWAMSA (UMkhanyakude District)</td>
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<td></td>
<td>Madadeni Service Office Ref No: SD11/02/2019MADAD (Amajuba District)</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services as a Social Worker; Proof of Current Registration with the South African Council for Social Services as a Social Worker; A valid driver’s license; 3 to 5 years’ junior managerial experience in Social Services. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Legislation pertaining to Social Welfare service delivery; Understanding of SASSA functions; Social dynamics of KwaZulu-Natal communities; Human Resource Management; Labour Relations Act; Service Delivery frameworks; Public Participation; Community outreach; Employee Performance Management and Development System. Skills: Communications; Interpersonal relations; Report writing; Financial management; Change management; Time management; Project management; Leadership; Diversity management; Decision Making; Counseling; Service delivery innovation; Client orientation and customer focus; Presentation; Facilitation; Problem Solving and analysis; Conflict Resolution; Interviewing; Computer literacy; Numeracy; Language skills.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Provide Social Welfare Services; Provide Community Development Services; Ensure the provision of Corporate Support Services; Ensure the implementation of Departmental policies and other relevant legislation in the day to day running of the office; Manage the resources of the Service Office.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms TFP Khuzwayo (Obuka Service Office) Tel No: (035) 797 1004</td>
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<td></td>
<td>Ms NPD Hlatshwayo (Mbabazane Service Office) Tel No: (036) 634 6656</td>
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<td></td>
<td>Ms B Mchunu (KwaMsane Service Office) Tel No: (035) 571 1000</td>
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<tr>
<td></td>
<td>Mr DBB Msimango, (Madadeni Service Office) Tel No: (034) 317 2529</td>
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<tr>
<th>POST 28/169</th>
<th>MANAGER: SOCIAL WORK POLICY: YOUTH AND COMMUNITY BASE CARE; ECD AND PARTIAL CARE SERVICES GRADE 1 - 2 REF NO: DSD12/02/2019HO</th>
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</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R755 598 - R1 045 935 per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Head Office</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A valid driver’s license; A minimum of 10 years’ experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Labour Relations Act; Professional counseling; Research Methodology; Service delivery frameworks; Policy development and analysis; Ability to compile complex reports; Employee Performance Management and Development System. Skills: Change management; Counseling; Problem solving and analysis; Report writing; Policy development; Organizational; Communication; Interpersonal relations; Financial management; Research; Networking; Presentation; Facilitation; Monitoring and evaluation; Programme and Project management; Language; Computer literacy and Numeracy.</td>
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<tr>
<td>DUTIES</td>
<td>Keep up to date with new developments in the youth and community based care; ECD and partial care services to children and the youth; Plan and ensure that youth and community – based care; ECD and partial care services on policy research and development are undertaken; Develop policies and strategies</td>
</tr>
</tbody>
</table>
relevant to Youth and Community – based care; ECD and Partial care services; Manage resources of the sub-directorate.

ENQUIRIES : Ms B Sophazi Tel No: (033) 264 2175

POST 28/170 : DEPUTY DIRECTOR: FINANCIAL REPORTING AND INTERNAL CONTROL REF NO: DSD13/02/2019HO

SALARY : R733 257 per annum (Level 11) (all-inclusive remuneration package)
CENTRE : Head Office
REQUIREMENTS : Qualifications: National Diploma/ Bachelor's Degree in Accounting, Management Accounting, Finance/ Auditing. A Minimum of 3-5 years' Junior Management experience in Financial Management. A valid driver’s license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Basic Accounting System; Service delivery frameworks; Government Financial Processes; National Treasury Practice Notes; Provincial Treasury Practice Notes; Employee Performance Management and Development System. Skills: Communication; Planning; Leadership; Decision making; Problem solving; Interpersonal relations; Report Writing and General (Academic) writing skills; Financial management; Budgeting systems; Analytical; Driving.

DUTIES : Manage the Compilation of Annual Financial Statements and Interim Financial Statements; Formulate creative solutions to enhance appropriate record management, credible information and monitor reporting frameworks and timelines; Manage the provision of relevant training on financial procedures; Develop policies and strategies aimed at improving services delivery; Manage resources of the Sub-directorate.

ENQUIRIES : Mr BS Ndaba Tel No: (033) 264 5412

POST 28/171 : DEPUTY DIRECTOR: INTERGRATED ANALYSIS, PROVINCIAL PLANNING AND REPORTING REF NO: DSD14/02/2019HO

SALARY : R733 257 per annum (Level 11) (all-inclusive remuneration package)
CENTRE : Head Office
REQUIREMENTS : Qualifications: National Diploma/ Bachelor’s Degree in Public Administration/ Management/ Monitoring and Evaluation. A minimum of 3-5 years' Junior Management experience in monitoring and evaluation. A valid driver’s license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Government-wide Monitoring and Evaluation System; Policy analysis and development; Labour Relation Act; Public Finance Management Act; Organization behavior analysis; Strategic business management; Employee Performance Management and Development System. Skills: Change Management; Strategic planning; Analytical thinking; Interpersonal relations; Facilitation; Presentation; Financial Management; Project Management; Problem solving; Driving.

DUTIES : Manage and coordinate the provision of integrated analysis; Manage and coordinate the provision of provincial planning and reporting; Develop policies and strategies aimed at improving service delivery; Manage resources of the Sub-directorate.

ENQUIRIES : MR PR Madela Tel No: (033) 264 5411

POST 28/172 : DEPUTY DIRECTOR: PROPERTY MANAGEMENT, OPERATING & MAINTENANCE REF NO: DSD15/02/2019HO

SALARY : R733 257 per annum (Level 11) (all-inclusive remuneration package)
CENTRE : Head Office
REQUIREMENTS : Qualifications: National Diploma/ Bachelor's Degree in Property Management/ Real Estate, A minimum of 3-5 years’ Junior Management experience in Property management/ Real Estate environment. A valid driver’s license. Knowledge: Constitution of Republic of the South Africa; Public Service Act and Regulations; Public Finance Management Act, Treasury Regulations; Knowledge of BAS; Employee Performance Management and Development System; National Treasury Instructions Notes Provincial Treasury Practice Notes; Service Delivery
Frameworks Skills: Communication; Computer Literacy; Presentation; Facilitation; Report Writing; Interpersonal relation; Negotiation; Driving.

DUTIES: Administer the acquisition of land and facilities. Ensure efficient and effective facilities management system. Plan and prioritize the renovation and programmed maintenance on infrastructure. Develop policies and strategies aimed at improving service delivery. Manage resources of the Sub-Directorate.

ENQUIRIES: Mr HB Ngwane Tel No: (033) 348 5590

POST 28/173: ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT: POVERTY ALLEVIATION, SUSTAINABLE LIVELIHOODS AND COMMUNITY MOBILISATION: UMGGUNGUNDLOVU DISTRICT GRADE 1-2 REF NO: DSD16/02/2019UMGU

SALARY: R486 735 - R654 129 per annum
CENTRE: UMgungundlovu District
REQUIREMENTS: Qualifications: National Diploma/ Bachelor’s Degree in Development Studies/ Community Development/ Social Sciences. A valid driver’s license. A minimum of 8 years’ experience in Community Development field/ arena. Knowledge: Understanding of individual and group behavior; its inter-relations within community structures; dynamic of the community and current legislation to enable interventions; Ability and competence to manage community development structures and projects; The ability to influence individuals and groups to participate in their own self-empowerment ventures; Public Service Management Act; Labour Relations.; Employee Performance Management and Development System. Skills: Problem Solving; Conflict resolution; Computer literacy; Written and verbal communication; Complex research; Financial Management; Presentation; Project management; Policy formulation and implementation; Driving.

DUTIES: Coordinate the identification, facilitation and implementation of integrated development interventions in partnership with other relevant stakeholders through the efficient; effective and economical utilization of resources by the service delivery area(s); Coordinate and manage a Poverty Alleviation, Sustainable Livelihoods and Community Mobilisation service delivery area(s) to ensure that an efficient and effective community development services is delivered through the proper utilization of human, financial and physical resources; Keep up to date with new developments in the Poverty Alleviation, Sustainable Livelihoods and Community Mobilisation and Management fields to enhance service delivery; Plan and ensure that research on Poverty Alleviation, Sustainable Livelihood and Community Mobilisation is undertaken.

ENQUIRIES: Mr BAS Kali Tel No: (033) 395 9653

POST 28/174: SOCIAL WORKER: CRIME PREVENTION AND SUPPORT GRADE 1-2 REF NO: DSD17/02/2019ILEMB

SALARY: R384 228 – R714 795 per annum
CENTRE: ILembe District
REQUIREMENTS: Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A minimum of 7 years’ appropriate experience in Social Work after registration as a Social Worker with SACS. A Valid driver’s license. Knowledge: Public Service Act and Regulations; Batho-Pele principles; Understanding of human behavior and social systems; The ability and competence to assist; develop; advocate for; and empower individuals; families; groups; organizations and communities to enhance their functioning and their problem solving capabilities; The ability to promote; restore; maintain; advocate for; and enhance the functioning of individuals; families; groups; and communities by enabling them to accomplish tasks; prevent and alleviate distress and use resources effectively; The understanding and ability to provide social services towards protecting people who are vulnerable; at risk and unable to protect themselves; The ability to mentor and coach Social Workers; Employee Performance Management and Development System. Skills: Communication (written and verbal); Listening; Interpersonal; Computer Literacy; Research; Problem solving; Report writing;
DUTIES: Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Keep up to date with new developments in the social work and Social Welfare fields of probation services and perform all the administrative functions require of the job.

ENQUIRIES: Ms AD Adam Tel No: (031) 336 8818

POST 28/175:

SOCIAL WORKER: OLDER PERSONS: UMKHANYAKUDE DISTRICT GRADE 1-2 REF NO: DSD18/02/2019UMKH

SALARY: R384 228 – R714 795 per annum

CENTRE: uMkhanyakude District

REQUIREMENTS: Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A minimum of 7 years’ appropriate experience in Social Work after registration as a Social Worker with SACSSP. A Valid driver’s license. Knowledge: Public Service Act and Regulations; Batho-Pele principles; Understanding of human behavior and social systems; The ability and competence to assist; develop; advocate for; and empower individuals; families; groups; organizations and communities to enhance their functioning and their problem solving capabilities; The ability to promote; restore; maintain; advocate for; and enhance the functioning of individuals; families; groups; and communities by enabling them to accomplish tasks; prevent and alleviate distress and use resources effectively; The understanding and ability to provide social services towards protecting people who are vulnerable; at risk and unable to protect themselves; The ability to mentor and coach Social Workers; Employee Performance Management and Development System. Skills: Communication (written and verbal); Listening; Interpersonal; Computer Literacy; Research; Problem solving; Report writing; Time management; Presentation; Facilitation; Counselling; Numeracy; Language and Driving.

DUTIES: Render a social service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Keep up to date with new development in the social work and Social Welfare fields of probation services and perform all the administrative functions as required of the job.

ENQUIRIES: Ms B Mchunu Tel No: (035) 571 1000

POST 28/176:

SOCIAL WORK SUPERVISOR GRADE 1-2 (X17 POSTS)

SALARY: R384 228 – R 714 795 per annum

CENTRE: uMzimkhulu Service Office Ref No: DSD19/02/2019UMZ (Harry Gwala District) (X5 Posts)
Port Shepstone Service Office Ref No: DSD20/02/2019PORT (UGu District) (X2 Posts)
Umlazi Service Office Ref No: DSD21/02/2019ULAZ (EThekweni South District) (X2 Posts)
Obuka Service Office Ref No: DSD22/02/2019OBUK (King Cetshwayo District) (X2 Posts)
Mbabazane Service Office Ref No: DSD23/02/2019MBAB (UTHukela District) (X2 Posts)
KwaMashu Service Office Ref No: DSD24/02/2019KWAM (EThekweni North District) (X4 Posts)
Mahlabathini Service Office Ref No: DSD25/02/2019MAHL

REQUIREMENTS: Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A valid driver’s license; A minimum of 7 years’ recognizable experience in Social Work after registration as a Social Worker with SACSSP. Knowledge: Public Service Act and Regulations; Batho-Pele principles; Knowledge and
understanding of human behavior and social systems; The ability and competence to assist; develop; advocate for; and empower individuals; families; groups; organizations and communities to enhance their functioning and their problem solving capabilities; The ability to promote; restore; maintain; advocate for; and enhance the functioning of individuals; families; groups; and communities by enabling them to accomplish tasks; prevent and alleviate distress and use resources effectively; The understanding and ability to provide social services towards protecting people who are vulnerable; at risk and unable to protect themselves; The ability to mentor and coach Social Workers Grade 1; Employee Performance Management and Development System. Skills: Communication (written and verbal); Listening; Interpersonal; Computer Literacy; Research; Problem solving; Report writing; Time management; Presentation; Facilitation; Counselling; Numeracy; Language and Driving.

DUTIES: Ensure that social work service with regard to care; support; protection and development of vulnerable individuals; groups; families and communities through the relevant programmes is rendered; Supervise and advise Social Workers; Social Auxiliary Workers and Student Social Workers to ensure an effective social work service; Keep up to date with the new developments in the social work field; Supervise all administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES: Mr MN Njomi (Umzimkhulu Service Office) Tel No: (079) 494 8856 Ms TS Sonjica (Port Shepstone Service Office) Tel No: (039) 682 4486 Ms SP Tantsi (Umzazi Service Office) Tel No: (035) 797 1004 Ms NPD Hlatshwayo (Mbabazane Service Office) Tel No: (036) 634 6656 Ms MN Myeni (KwaMashu Service Office) Tel No: (031) 0 530 Mrs BT Mbuyazi (Mahlabathini Service Office) Tel No: (035) 873 8200

POST 28/177: ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT (X8 POSTS)

SALARY: R376 596 per annum (Level 09)

CENTRE: Harry Gwala District Ref No: DSD26/02/2019HARRY Ugu District Ref No: DSD27/02/2019UGU Ethekwini South District Ref No: DSD28/02/2019ETHSD Ilembe District Ref No: DSD29/02/2019ILEMB Umkhanyakude District Ref No: DSD30/02/2019UMKHA King Cetshwayo District Ref No: DSD31/02/2019KING Umzinyathi District Ref No: DSD32/02/2019UMZI Amajuba District Ref No: DSD33/01/2019AMAJ

REQUIREMENTS: Qualifications: National Diploma / Bachelor’s Degree in Human Resource Management/ Public Administration/Management /Business Administration; A minimum of 3-5 years’ administrative experience in Human Resource. A valid driver’s license. Knowledge: Public Service Act and Regulations; Labour Relations Act; Skills Development Act; Treasury Regulations; Basic Conditions of Employment Act; Public Finance Management Act; Employee Performance Management and Development System; Service Delivery Frameworks; Occupational Health and Safety Act and Collective Agreements. Skills: Communication; Language; Listening; Organising; Report writing; Computer literacy; Interpersonal relations; Problem solving; Time management; Project management; Presentation; Negotiating; Financial management, Driving and PERSAL.

DUTIES: Provide human resource administration services; administer the provisioning of human resource development; administer labour relations services; administer employee wellness programmes; Administer PERSAL support services; Provide advice; guidance and inputs to policies; manage the resources of the District.

ENQUIRIES: Ms TW Gazu (Harry Gwala District) Tel No: (033) 395 9654 Mr S Govender (Ugu District) Tel No: (033) 395 9732 Ms TN Ndlovu (EThekwni South District) Tel No: (031) 336 8705 Ms R Singh (Ilembe District) Tel No: (031) 336 8718 Ms NS Mbackazi (King Cetshwayo) Tel No: (034) 212 4860 Mr TM Nguse (Amajuba District) Tel No: (017) 735 3822
POST 28/178: ASSISTANT DIRECTOR: FINANCIAL AND MANAGEMENT ACCOUNTING (X8 POSTS)

SALARY: R376 596 per annum (Level 09)
CENTRE: Harry Gwala District Ref No: DSD34/02/2019HARRY
Ugu District Ref No: DSD35/02/2019UGU
Ethekwini South District Ref No: DSD36/02/2019ETHS
Ilembe District Ref No: DSD37/02/2019ILEM
Umkhanyakude District Ref No: DSD38/02/2019UMK
King Cetshwayo District Ref No: DSD39/02/2019KING
Umzinyathi District Ref No: DSD40/02/2019UMZ

REQUIREMENTS: Qualifications: National Diploma/ Bachelor's Degree in Financial Management/ Accounting; A minimum of 3-5 years' administrative experience in Financial Management. A valid driver's license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act and Treasury Regulations; Basic Accounting System (BAS); National and Provincial Treasury Practice Notes; Labour Relations Act; PERSAL; Employee Performance Management and Development System. Skills: Language; Listening; Computer literacy; Presentation; Interpersonal; Driving; Report Writing; Problem solving; Analytical thinking; Communications; Financial Management; Time Management; Numeracy.

DUTIES: Administer the provision of financial accounting; Administer management accounting; Manage payment of subsidies to Welfare Organizations; Manage Physical Facilities in the District; Provide advice, guidance and inputs to policies; Manage resources of the Division.

ENQUIRIES: Mr AA Peters (Harry Gwala and UGu Districts) Tel No: (033) 395 9654
Mr E Ngidi (Ethekwini South and Ilembe Tel No: (035) 874 8520
Ms NS Mbokazi (King Cetshwayo) Tel No: (035) 787 0008
Mr PP Ndaba (Umzinyathi and Amajuba Districts) Tel No: (036) 635 6609

POST 28/179: ASSISTANT DIRECTOR: FINANCIAL REPORTING AND INTERNAL CONTROL REF NO: DSD42/02/2019HO (X2 POSTS)

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

REQUIREMENTS: Qualifications: National Diploma/ Bachelor's Degree in Accounting, Management Accounting, Finance/ Auditing. A Minimum of 3-5 years’ administrative experience in Finance/ Auditing/ Management Accounting. A valid driver’s license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act and Treasury Regulations; Basic Accounting System; Service Delivery Frameworks; Government Financial Processes; National Treasury Practice Notes; Provincial Treasury Practice Notes; Employee Performance Management and Development System. Skills: Communication; Planning; Team development; Decision making; Problem solving; Report Writing and General (Academic) writing; Financial management; Budgeting systems; Analytical; Driving.

DUTIES: Administer the compilation of Annual Financial Statements and Interim Financial Statements; Administer the submission of Annual Financial Statements to the Auditors-General and Provincial Treasury; Administer the formulation of creative solutions to enhance appropriate record management, credible information and monitor reporting frameworks and timelines; Provide advice, guidance and input to policies; Manage resources of the Sub-Directorate.

ENQUIRIES: Mr BS Ndaba Tel No: (033) 264 5412

POST 28/180: ASSISTANT DIRECTOR: MOVABLE ASSETS REF NO: DSD43/02/2019HO

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

REQUIREMENTS: Qualifications: National Diploma/ Bachelor’s Degree in Supply Chain Management/ Financial Management/ Public Management/ Administration. A valid driver’s license. A minimum of 3-5 years’ Administrative experience in Asset
Management Environment. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; HardCat System; Basic Accounting System; Supply Chain Management Framework Act; Assets Management Framework Act; Human Resource Management Policies; GAAP and GRAP; Microsoft Application and relevant Practice Notes; Employee Performance Management and Development System. Skills: Communication; Computer Literacy; Interpersonal relations; Problem solving; Financial Management; Presentation; Analytical thinking; Driving.

DUTIES: Administer the asset register; Manage the HardCat System; Ensure management and verification of assets on annual base; Establish proper control mechanisms for all departmental assets; Manage the disposal of movable assets; Provide advice and guidance and input to policy; Manage resource of the Division.

ENQUIRIES: Ms W Mkondweni Tel No: (033) 264 2039

POST 28/181: ASSISTANT DIRECTOR: INFRASTRUCTURE PLANNING AND DELIVERY
REF NO: DSD44/02/2019HO

SALARY: R376 596 per annum (Level 09)
CENTRE: Head Office
REQUIREMENTS: Qualifications: National Diploma/ Bachelor’s Degree in Civil Engineering/ Architecture. A minimum of 3-5 years’ Administrative experience in Infrastructure Planning and Delivery. A valid driver’s license. Knowledge: Constitution of the Republic of South Africa, Public Service Act and Regulations; Public Finance Management Act; Planning and Management of construction of physical facilities; Land Regulation and SA Development Trust; National Building Regulations; Labour Relations Act; Policies with regard to physical facilities. Skills: Communication; Writing; Decision making; Analytical and innovative thinking; Computer literacy; Interpersonal relations and networking; Problem solving; Financial Management; Time Management; Project Management; Planning and Organizing; Driving.

DUTIES: Administer compliance, quality and physical progress for all infrastructure projects and compile reports; Provide efficient consolidation of infrastructure delivery processes; Provide technical advice and support on infrastructure projects; Implement and maintain norms and standards for departmental facilities; Undertake short and long term project planning; Provide advice, guidance and input to policies; Management resources of the Division.

ENQUIRIES: Mr HB Ngwane Tel No: (033) 348 5590

POST 28/182: COMMUNITY DEVELOPMENT SUPERVISOR GRADE 1-2 (X2 POSTS)

SALARY: R363 801 – R 516 375 per annum
CENTRE: Obuka Service Office Ref No: DSD45/02/2019OBUK (King Cetshwayo District)
Mbabazane Service Office Ref No: DSD46/02/2019MBAB (UThukela District)
REQUIREMENTS: Qualifications: Bachelor’s Degree in Community Development / Development Studies/ Social Sciences; A minimum of 7 years’ experience in Community Development field/ Arena; A valid driver’s license; Knowledge: Public Service Act and Regulations; Batho Pele principles; Understanding of human behavior and social system and legislation to assist with interventions at the point where people interact with their environments in order to promote self- empowerments; Ability and competence to coordinate community development structures; Understanding of social dynamics of communities; Employee Performance Management and Development System. Skills: Planning and organizing; Communication (verbal and written); Financial Management; interpersonal; presentation; monitoring and evaluation; people management; project management; Research and report writing; problem solving; Computer literacy; numeracy; language and driving.

DUTIES: Supervise the identification; facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and to assist employees engaged in this function by resolving problems; Supervise and support community development practitioners to ensure that there is communication and co-ordination with all relevant role players; internal and external departments/ provinces; NGO’s local community structures and faith based organizations to facilitate intersectional collaboration;
integrated planning and the establishment of partnerships to ensure sustainability of development activities within the community; Supervise and guide community development practitioners to enhance their performance on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery; Supervise and advise community development practitioners to ensure an efficient and effective service.

ENQUIRIES:
Ms TFP Khuwzwayo (Obuka Service Office) Tel No: (035) 797 1004
Ms NPD Hlatshwayo (Mbabazane Service Office) Tel No: (036) 334 6656

POST 28/183:
CORPORATE SUPPORT OFFICER (X9 POSTS)

SALARY:
R316 791 per annum (Level 08)

CENTRE:
Vulamehlo Service Office (UGu District) REF NO: DSD47/02/2019VULA
Hlanganani Service Office (Re-advertisement) Ref No: DSD48/02/2019HHLANGA (Harry Gwala District)
Umzinto Service Office (Re-advertisement) Ref No: DSD49/02/2019UMZI (UGu District)
Mandeni Service Office (Re-advertisement) Ref No: DSD50/02/2019MAND (ILembe District)
Nongoma Service Office (Re-advertisement) Ref No: DSD51/02/2019NONG (Zululand District)
Mondlo Service Office (Re-advertisement) Ref No: DSD52/02/2019MOND (Zululand District)
Kwabadala Centre for the Residential Care of Old Persons (Re-advertisement) Ref No: DSD53/02/2019KWAB (King Cetshwayo District)
Bergville Service Office (Re-advertisement) Ref No: DSD54/02/2019BERG (UThukela District)
Madadeni Service Office (Re-advertisement) Ref No: DSD55/02/2019MADAD (Amajuba District)

REQUIREMENTS:
Qualifications: National Diploma/ Bachelor’s Degree in Public Administration/ Management; A valid driver’s license; 3–5 year’s Administrative experience at a supervisory level. Knowledge: Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Employee Performance Management and Development System; Basic Conditions of Employment Act; Supply Chain Management Practices and procedures; Service delivery frameworks; Occupational Health and Safety; Labour Relations Act; Batho-Pele Principles; Road Traffic Act; Archives Act. Skills: Interpersonal; Networking; Problem solving; Driving; Time management; Communication; Financial management; Decision making; Report writing; Numeracy; Computer literacy; Language.

DUTIES:
Provide human resource management services; Monitor financial services of the Service Office/Facility; Provide fleet management services; Provide registry services; Provide personnel supervision.

ENQUIRIES:
Mr ST Mphuthi (Vulamehlo Service Office) Tel No: (039) 682 7506
Ms MNN Mlambo (Hlanganani Service Office) Tel No: (039) 974 1108
Ms HZ Ndlamini (Mandeni Service Office) Tel No: (032) 454 1219
Ms HJ Mthembu (Nongoma Service Office) Tel No: (035) 831 3300
Ms HPT Ndlonzi (Mondlo Service Office) Tel No: (034) 933 0855
Ms PZ Mashazi (Kwabadala Centre for the Residential Care of Old Persons) Tel No: (035) 833 8012
Ms NNN Hadebe (Bergville Service Office) Tel No: (036) 448 1363
Ms NV Ndlovu (Madadeni Service Office) Tel No: (034) 314 3085

POST 28/184:
STATE ACCOUNTANT: FINANCIAL REPORTING AND INTERNAL CONTROL (X4 POSTS)

SALARY:
R257 508 per annum. (Level 07)

CENTRE:
Head Office

REQUIREMENTS:
Qualifications: A National Diploma/Bachelor’s Degree in Accounting/ Management Accountant/ Finance/Auditing, A valid driver’s license, a minimum of 3-5 years’
administrative experience in Accounting/ Management Accounting/ Finance/Auditing. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury regulations; Basic Accounting system; Service delivery frameworks; Government Financial Processes; National Treasury Practice Notes; Provincial Treasury Practice Notes. Skills: Communication; Planning; Organizing; Interpersonal relations; Financial management; Analytical; Computer literacy and Driving; Undertake Financial reporting service; Provide input and assistance in the submission of Annual Financial Statements to the Auditor General and Provincial Treasury; Conduct relevant training on Financial Procedures. Ensure safekeeping of documents.

**DUTIES**

ENQUIRIES : Mr BS Ndaba Tel No: (033) 264 5412

POST 28/185 : PERSONAL ASSISTANT (X4 POSTS)

**SALARY** : R257 508 per annum. (Level 07)

**CENTRE** : Head Office

Security Management Ref No: DSD57/02/2019SECM
Strategy and Planning Ref No: DSD58//02/2019STRAT
Financial Accounting Ref No: DSD59/02/2019FIN
Ilembe District Ref No: DSD60/02/2019ILEMB

**REQUIREMENTS**

Qualifications: National Diploma/ Bachelor's Degree in Office Management/ Management Assistant/ Public Administration/ Management; A minimum of 3-5 years of experience in rendering a support service to senior management. Knowledge: Knowledge on the relevant legislation/policies/prescripts and procedures; Basic knowledge on financial administration. Skills: Language; Good telephone etiquette; Computer literacy; Sound organizational; written communication; Numeracy.

**DUTIES**

ENQUIRIES : SP Sishi (Security Management Service) Tel No: (033) 348 5583
Mr PR Madela (Strategy and Planning) Tel No: (033) 264 5411
Ms NM Mawanga (Financial Accounting) Tel No: (033) 264 5434
Ms SM Sikhakhane (Ilembe District) Tel No: (031) 336 8818

POST 28/186 : ADMINISTRATIVE OFFICER: STRATEGIC PLANNING AND ANALYSIS REF NO: DSD061/02/2019HO

**SALARY** : R257 508 per annum. (Level 07)

**CENTRE** : Head Office

**REQUIREMENTS**

Qualifications: National Diploma/ Bachelor's Degree in Public Management/Administration 3-5 years' administrative experience in the field of strategic planning and management. A valid driver's license. Knowledge: Constitution of the Republic of South Africa Constitution; Public Service Act and Regulations; Government- Wide Monitoring and Evaluation System; Policy analysis and development; Labour Relations Act; Public Financial Management Act; Organization behavior analysis; Strategic business management. Skills: Communication; Organization; planning; Computer literacy; Analytical thinking; Interpersonal relations; Facilitation; presentation and Driving.

**DUTIES**

ENQUIRIES : Mr PR Madela Tel No: (033) 264 5411
POST 28/187

PROFESSIONAL NURSE: KHANYANI CYCC GRADE 1-3

REF NO: DSD62/02/2019KHANY (X2 POSTS)

SALARY: R256 905- R485 475 per annum

CENTRE: Khanyani CYCC

REQUIREMENTS: Qualifications: National Diploma/ Bachelor's Degree in Nursing; Registration with the South African Nursing Council (SANC) as a Professional Nurse; Proof of Current registration with the South African Nursing Council (SANC) as a Professional Nurse. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Nursing care process and procedures; Nursing Statutes; and other relevant legal frameworks; Nursing Act; Occupational Health and Safety Act; Patients' right Charter; Batho-Pele principles; Code and Procedure; Grievance Procedure; etc.; Employee Performance Management and Development System. Skills: Communication; Interpersonal relations; Report writing; Facilitation; Presentation; Problem solving; Analytical thinking; Self-disciplined; Organizing; Computer Literacy; Numeracy; Language.

DUTIES: Provide direction and supervision for the implementation of the nursing plan (clinical/quality patient care); Implement standards; practices; criteria and indicators for quality nursing (quality of practices); Practice nursing and health care in accordance with the Law and Regulations relevant to nursing and health care; Maintain a constructive working relationship with nursing and other stakeholders; Utilize human; material and physical resources efficiently and effectively.

ENQUIRIES: Mr TM Nguse (Khanyani CYCC Tel No: (017) 735 3822

POST 28/188

COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1-3 (X6 POSTS)

SALARY: R217 659- R432 459 per annum

CENTRE: Phoenix Service Office Ref No: DSD63/02/2019PHOEN (EThekweni North District) Umlazi Service Office Ref No: DSD64/02/2019UMLAZ (EThekweni South District) (X3 Posts) Ndwe Service Office Ref No: DSD65/02/2019NDWE (ILembe District) Melmoth Service Office Ref No: DSD66/02/2019MEL (King Cetshwayo District)

REQUIREMENTS: Qualifications: National Diploma/ Bachelor's Degree in Community Development/ Development Studies; A Valid Driver's license. Knowledge: Public Service Act and Regulations; Batho-Pele principles; Understanding of human behavior and social system and legislation to assist with interventions at the point where people interact with their environments in order to promote self-empowerments; Knowledge of community development work; skills; attitudes and values of communities; Ability and competence to coordinate community development structures and ability to manage projects; Ability to influence individuals and group to participate in their own self-empowerment; Understanding of social dynamics of communities; Employee Performance Management and Development System. Skills: Computer literacy; Planning and organizing; Communication (verbal and written); Financial Management; Interpersonal; Presentation and facilitation; Monitoring and Evaluation; Project Management; Research; Report writing; Problem solving; Numeracy; Language and Driving.

DUTIES: Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players; internal and external (in Departments/ Provinces, NGO’S, local community structures and faith based organizations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.

ENQUIRIES: Ms S Moodley (Phoenix Service Office) Tel No: (031) 507 8827 Ms SP Tantsi (Umlazi Service Office) Tel No: (031) 918 8800 Ms XM Shange (Ndwe Service Office) Tel No: (032) 533 5021 Ms S Ngcobo (Melmoth Service Office) Tel No: (035) 450 8700

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POST 28/189: CHILD AND YOUTH CARE SUPERVISOR: KHANYANI CYCC GRADE 1-2 REF NO: DSD67/02/2019KHANY

SALARY: R199 188 - R265 320 per annum
CENTRE: Khanyani CYCC
REQUIREMENTS: Qualifications: National Diploma/ Bachelor’s Degree in Child and Youth Care Development; Registration with South African Council for Social Services Professions as a Child and Youth Care Worker; Proof of current Registration with the South African Council for Social Services Professions as Child Youth Care Worker. A minimum 10 years’ experience in child and youth care work after obtaining the required qualification. Knowledge: Public Service Act and Regulations; Child justice Act; The Children’s Act; Probation Service Act; Prevention and Treatment of drug Dependency Act; Children rights principles Employee Performance Management and Development System; Batho-Pele Principles; Administrative Procedures; New development and methodologies in Child and Youth Care Work. Skills: Communication; Interpersonal relations; Problem solving; Policy analysis; Organizing; Computer literacy; Counselling; Analytical; Presentation; Facilitation; Numeracy; Language.

DUTIES: Facilitate and supervise (secure) the caring for and life space interventions for children and young people. Provide supervision in relation to basic life space work to promote the development and care of children and youth. Supervise staff to ensure an effective care service. Keep up to date with new developments in the child and youth care field. Supervise and perform the administration functions.

ENQUIRIES: Mr TM Nguse (Khanyani CYCC) Tel No: (017) 735 3822

POST 28/190: CHILD AND YOUTH CARE TEAM LEADER GRADE 1-2 (X3 POSTS)

SALARY: R157 245 – R217 659 per annum
CENTRE: Khanyani CYCC (Amajuba District) Ref No: DSD68/02/2019KHANY (X2 Posts) Zakhe CYCC- (EThekwini North District) Ref No: DSD69/02/2019ZAKH

REQUIREMENTS: Qualifications: National Diploma/ Bachelor’s Degree in Child and Youth Care Development; Registration with the South African Council for Social Services Professions as a Child and Youth Care Worker; Proof of Current Registration with the South African Council for Social Services Professions as a Child and Youth Care Worker; A minimum of 7 years’ experience in Child and Youth Care work after obtaining the required qualification. Knowledge: Public Service Act and Regulations; Batho-Pele Principles; The Children’s Act; Child Care Act; Children rights principles; Standard operation procedure on routine Programmes; Developmental approach to therapeutic work; Understanding the basic needs of children and youth; Developmental Programmes; Developmental assessment procedures; Lifespan development theories for application in child and youth care work; Rules and procedures of the child and Youth Care Centre. Skills: Communication; Problem Solving; Interpersonal relations; Organizing; Counselling; Computer literacy; Numeracy; Language.

DUTIES: Perform team leader duties; Undertake inspections and report on incidents and problems identified; Perform administrative work relevant to the job; Provide care as the need arises.

ENQUIRIES: Mr TM Nguse (Khanyani CYCC) Tel No: (017) 735 3822 Ms EN Phakathi (Zakhe CYCC) Tel No: (031) 711 9950

POST 28/191: CHILD AND YOUTH CARE WORKER GRADE 1-2 (X39 POSTS)

SALARY: R140 958 – R187 758 per annum
CENTRE: Ngwelezane CYCC Ref No: DSD70/02/2019NGWELEZ (King Cetshwayo District) Princess Mkabayi CYCC Ref No: DSD71/02/2019PRINCESS (UMzinyathi District) X17 Posts Sinethemba CYCC Ref No: DSD72/02/2019SINETH (Amajuba District) (X7 Posts) Newcastle School of Industries Ref No: DSD73/02/2019NEWCA (Amajuba District) (X5 Posts) Khanyani CYCC Ref No: DSD74/02/2019KHANY (Amajuba District) (X9 Posts)

REQUIREMENTS: Qualifications: Grade 12 Certificate plus a basic Child & Youth Care qualification as recognized by HWSETA/ National Diploma in Child and Youth Care
Development; Registration with South African Council for Social Services Professions as a Child and Youth Care Worker; Proof of current Registration with the South African Council for Social Services Professions as Child Youth Care Worker. Knowledge: Public Service Act and Regulations; Batho-Pele principles; Development Programmes; Clerical/Administrative procedures; Knowledge of the rules and procedures of the center. Skills: Communication; Problem solving; Interpersonal relations; Organizing; Counselling; Computer literacy; Numeracy; Language.

**DUTIES**: Receive children and youth to the care facility after admission; Ensure that children/youth receive medical services; Assist with the implementation of planned activities; developmental and therapeutic programmes; Engage in basic life space work to promote the development and care of children and youth; Perform administrative work relevant to the job.

**ENQUIRIES**: Ms PF Mdletshe (Ngwelezane CYCC) Tel No: (035) 794 2302
Ms PN Ndlandla (Princess Mkabayi CYCC) Tel No: (034) 271 0031
Ms IZ Diadla (Sinethemba CYCC) Tel No: (034) 317 3233
Ms AT Mntambo (Newcastle School of Industries) Tel No: (034) 317 1254
Mr TM Nguse (Khanyani CYCC) Tel No: (017) 735 3822