ANNEXURE S

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

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

ERRATUM: Kindly note that the post of Deputy Nursing Manager (For Estcourt Hospital) with Ref No: EST/11/2019 advertised in Public Service Vacancy Circular 36 dated 11 October 2019 has been withdrawn.

OTHER POSTS

POST 38/192 : MEDICAL SPECIALIST (GRADE 01 - 03) REF NO: NKAH 08/2019
Department: Medical Component

SALARY : Grade 1: R1 106 040 - R1 173 900 per annum (salary package)
Grade 2: R1 264 623 - R1 342 230 per annum (salary package)
Grade 3: R1 467 651 - R1 834 890 per annum (salary package)
Other Benefits: In-hospitable Allowance of 18%

CENTRE : Nkandla District Hospital

REQUIREMENTS : MBCHB Qualification. Appropriate qualification that allows for registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in a normal speciality (i.e. Family Medicine). Current registration with Health Professionals Council of South Africa (HPCSA) as a Medical Specialist in Family Medicine. Unendorsed valid Code B driver's licence (Code 08). Proof of current and previous working experience endorsed by Human Resource Department (Certificate of Service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. NB: Appointees will be expected to participate in the clinical teaching of undergraduate and / or postgraduate students Grade1: (No experience required) Grade 2: (5 years’ experience after registration with the HPCSA as Medical Specialist Grade 3: (10 years’ experience after registration with the HPCSA as a Medical Specialist Knowledge, Skills, Attributes And Abilities Sound clinical knowledge and experience in the relevant discipline. Knowledge of current Health and Public Service legislation, regulation and policy including medical ethics, epidemiology and statistics. Good communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development.

DUTIES : Provide safe, ethical and high quality of care through the development of standards and risk assessments in the area of clinical and customer care (patient perspective) in the respective speciality. Provide a full package services including after hour services. Develop, maintain and audit the correct implementation of clinical protocols and guidelines, implement and maintain an efficient, effective and seamless service delivery process within the institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members and conduct and stimulate research. Manage and direct performance of junior staff within the area of control. Align clinical service delivery plans with hospital plans and priorities. Provide specialist services and support to the Clinical Head of Unit. Ensure compliance with National Core Standards. Participate in the continued medical education programme in the institution. Manage EPMDS of junior staff. Participate in the extended management activities. Develop, implement and monitor quality improvement programmes. Develop and participate in the Outreach Programme. Ensure a functional referral system. Actively participate in the academic programme run by the Department of Health for the postgraduate training of Registrars. Clinical teaching of undergraduate and postgraduate student. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congress. The incumbent should have comprehensive knowledge of the speciality discipline. Competence in the clinical evaluation of patients, interpretation of special investigations within the discipline. Render an efficient and cost-effective health services to patients managed by the institution. Ensure clinical governance within the discipline. Deliver an effective and efficient administration within the discipline. Assist the Head of Clinical Unit (HCU) to ensure an optimal delivery of services within the discipline. Assist the HCU in the development of management protocols / policies for the
Department Discipline. Assist with quality improvement imperatives including clinical audits (morbidity and mortality reporting and reviewing, clinical documentation audits, etc) and continuous professional development activities. Maintain satisfactory clinical, professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of the DOH. After-hour participation in call rosters.

ENQUIRIES

Dr. Jn Ikwegbue Tel No: (035) 833 5031

APPLICATIONS

Applications should be directed to: Human resource Manager: Nkandla Hospital, Private Bag X102, Nkandla, 3855 or Hand delivered to Nkandla Hospital, 491 Mbatha Lane, Nkandla, 3855.

NOTE

Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. 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, 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. 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. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview. African males are encouraged to apply.

CLOSING DATE

08 November 2019

POST 38/193

DEPUTY MANAGER NURSING REF NO: KCD 07/2019

Integrated District Public Health Systems Development

SALARY

R834 619 – R1 068 666 per annum (Aall inclusive salary packages). (This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules)

CENTRE

King Cetshwayo District Office

REQUIREMENTS

Senior Certificate (Grade 12), Diploma or Degree in Nursing Science, Minimum of 9 years appropriate/recognizable experience in nursing after registration with SANC, A minimum of 4 years of managerial experience in Programmes Management, Current registration with South African Nursing Council, Unendorsed valid driver’s license, Proof of current and previous working experience endorsed and stamped by Human Resource or Employer, 3 years’ experience after obtaining a post basic qualification is recommended, Sound project management, decision making managerial and facilitation skills, Ability to translate strategic and transformation objectives into practical planning frameworks, Ability to prioritize issues and other work related matters to comply with timeframes, knowledge of Public Health Sector, Computer literate with proficiency in MS office software applicable.

DUTIES

Compile, implement and manage component plans which enable the efficient and effective roll out of health promotion programmes and practices. Participate in quarterly reviews, analyse results and realign strategies to improve service delivery at health institutions and clinics in the King Cetshwayo District. Ensure the efficient and effective utilization of resources allocated to the component, inclusive of the development of staff. Monitor, support and evaluate community education events to establish their effectiveness. Coordinate subordinate functional initiatives to ensure that programmes are integrated enabling the efficient delivery of health care messages to the public at large. Ensure the development of an integrated, effective and efficient public health system for the District. Monitor indicators which measure the impact of
health care programmes in order to positively impact on health practice. Ensure the development, implementation and monitoring of Work plans by the Clusters to accomplish the objectives and outcomes identified in the District Service Delivery Plan/policy imperatives. Ensure the effective, efficient and economical management of allocated resources of the sub-directorate. Manage, coordinate and facilitate processes to priorities health service delivery initiatives. Ensure functionality of community outreach services within the district. Ensure coordination of all stakeholders working closely with the district. Perform other duties as assigned by the Supervisor or other senior official which will include acting on behalf of District Director in his/her absence.

ENQUIRIES: Mrs NE Hlophe Tel No: (035) 787 0631/6319
APPLICATIONS: Please forward application quoting the reference number to the Human Resource Department. King Cetshwayo District Office, Private Bag X20034, Empangeni, 3880 or hand delivered to King Cetshwayo Health District Office, 2 Lood Avenue Empangeni Rail, Human Resource Department.

FOR ATTENTION: Mr MTR Nzuza
NOTE: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the 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 wills 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: 08 November 2019
POST 38/194: MEDICAL OFFICER –GRADE (1, 2 & 3) REF NO: TCHC 01/2019 (X1 POST)

SALARY: Grade 1: R821 205 – R884 670 per annum
Grade 2: R938 964 – R1 026 693 per annum
Grade 3: R1 089 693 – R1 362 366 per annum
Other Benefits: Commuted overtime (conditions apply) you will be required to perform commuted overtime

CENTRE: KZN Health -Tongaat Community Health Centre
REQUIREMENTS: MBCHB Degree plus Certificate of Registration with the Health Profession Council of South Africa as a Medical Practitioner (HPCSA). Proof of current registration as a Medical Practitioner with HPCSA. Senior certificate/Matric or equivalent plus Degree/Diploma in General Nursing, Midwifery plus one year post basic qualification in Primary Health Care. Proof of current registration with SANC as General nursing and Primary Health Care (2018 receipt). A valid Driver’s Licence (Code 08/Code10). Experience: Medical Officer Grade 1: No experience required the appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer Grade 2: 5 years appropriate experience as a Medical Practitioner 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 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. Medical Officer Grade 3: 10 year’s registration 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 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.

**DUTIES**
Examine, diagnose and treat patients in OPD and short-stay ward. Emergency & non-emergency care of patients. Accept responsibility for the management of patients that attend the CHC for treatment. Ability to assist the medical staff in the smooth running of the department. Provide Medico – Legal services. Provide supervision and support to junior professional staff. Assist with the development, maintaining and upgrading of clinical protocols. Manage medical and surgical emergencies with competence. Participate in after-hours commuted overtime and perform after-hours duties. Perform minor procedures. Participate in quality improvement programme, clinical audits, peer review meetings, mortality and morbidity meeting. Facilitate in-service training and ongoing education. Supervise and assist to Junior Medical staff and nurse. Assist medical manager in administration duties. Perform duties in the ARV clinic. Promote and ensure community orientated clinic service and support to Primary Health Care services in the district. Evaluation of clinic service provided on a monthly basis. Maintain clinic professional and ethics standard related to these services. Maintain necessary discipline over staff under his/her control. Lead participants in committees such as ethics committee, quality assurance, clinical audits health and safety, therapeutic and infection control etc. Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained. Perform duties as delegated by supervisor. The incumbent will be accountable and responsible to the medical manager. You will be required to perform commuted overtime.

**ENQUIRIES**
Dr S. Bhimsan Tel No: (032) 944 5054 Ext 202

**APPLICATIONS**
Application to be forwarded to: The Human Resource Manager, Tongaat Community Health Centre, Private Bag X07, Tongaat 4400.

**NOTE**
Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy, Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. TCHC 01/2019. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply.

**CLOSING DATE**
08 November 2019

**POST 38/195**
MEDICAL OFFICER GRADE 1, 2, & 3 REF NO: UNTU 08/2019 (X1 POST)
Re-Advertised

**SALARY**
Grade 1: R821 205 – R884 670 per annum
Grade 2: R938 964 – R1 026 693 per annum
Grade 3: R1 089 963 – R1 362 366 per annum
(Consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules) Other Benefits 18% In-Hospitable Allowance of basic salary & Commuted Overtime (as per departmental needs)

**CENTRE**
Untunjambili Hospital

**REQUIREMENTS**
Grade 1 an appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Registration certificate with HPCSA as a Medical Practitioner. Proof of current registration (2019 - annual registration card). Minimum of 5 years relevant experience after registration with HPCSA as a Medical Practitioner. Proof of experience should be attached to the application. (Certificates of service or official. Certificate of service from previous/current employers, signed and stamped by HR. Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Grade 2. An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Registration certificate with HPCSA as a Medical Practitioner. Proof of current registration (2019 - annual registration card). Minimum of 5 years relevant experience after registration with HPCSA as a Medical Practitioner. Proof of experience should be attached to the application. (Certificates of service or official. Certificate of service from previous/current employers, signed and stamped by HR. Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority.
An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Registration certificate with HPCSA as a Medical Practitioner. Minimum of 10 years relevant experience after registration with HPCSA as a Medical Officer. Kindly Return All Documentation When Replying. Proof of current registration (2019 - annual registration card). Proof of experience should be attached to the application. (Certificates of service or official. Certificate of service from previous/current employers, signed and stamped by HR. Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Knowledge, Skills and Competencies Required: Sound knowledge and clinical and surgical skills associated with practice of District Level Hospital i.e. caesarean sections and spinal anaesthetic, ectopic pregnancies, circumcisions. Must be able to perform a caesarean section. Knowledge of ethical medicine including HIV and TB, Paediatrics, Surgery, Obstetrics and Gynaecology, Orthopaedics, Psychiatry, Emergency medicine and Anaesthetics. Good interpersonal and communication skills. Ability to work under pressure. Assessment, analysis and Management skills. Teaching and supervision of junior Knowledge of all applicable legislation.

ENQUIRIES
Dr A Subrati Tel No: (033) 444 1707

APPLICATIONS
Applications should be forwarded to: Human resource Manager, Private Bag X 218 Kranskop 3268

NOTE
Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB Failure to comply with the above instructions will disqualify applicants. 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, 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. 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. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview.

CLOSING DATE
08 November 2019

POST 38/196
ASSISTANT MANAGER – NURSING (GENERAL) REF NO: UMP 16/2019
Section: Monitoring & Evaluation

SALARY
R562 800 – R652 437 per annum

CENTRE
Umphumulo Hospital

REQUIREMENTS
Diploma/Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. Current (2019) council receipt A minimum of eight (8) years appropriate/recognizable experience as a Professional Nurse after registration with the SANC as a general nurse and midwife. Proof of current and previous experience endorsed by the HR department. Knowledge of the legislative, policy and M&E Framework informing health services delivery. Basic understanding of the legislative framework governing the public service. Effective communication with supervisors, other health professional and support services personnel and junior colleagues, including more complex report writing when required. Computer literacy to adequately manage information according to the requirements of the facility. Knowledge of hospital quality assurance and infection control practices. Knowledge of Health Facility functions and

**DUTIES:**
Administer an 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. Implement the M&E framework at facility level and monitor implementation at feeder clinics. Plan and co-ordinate the implementation and monitoring of data quality and quality assurance in service delivery. Ensure the development, review and maintenance of institution policies and protocols. Monitor and report on performance of all departments in the facility. Monitor compliance with implementing the M&E framework, Data Management Policy & SOP, Quality Assurance and Infection Prevention & control policy guidelines. Analyse 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. Coordinate functions of HIT (Health Information Team). Ensure information on births, morbidity and mortality reviews are conducted on a monthly basis. Ensure data is validated as per Data Management Standard Operating Procedures. Provide reports to the management and Governance Structure. Co-ordinate the drawing of institutional plans which are aligned to annual per performance plan and the District Health Plan in accordance with the hospital and governing laws. Participate in the DHP as well as DHER sessions. Ensure the efficient and effective utilization of resource allocated to the component, inclusive of the development of staff. Supervise staff and ensure compliance to the Performance Management Development Systems pre-requisites. Co-ordinate and control activities of the component. Ensure that quality control systems and plans are in place for use during inspection and auditing to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws. Monitor Audit findings and ensure implementation of action plans. Ensure implementation of the total quality management framework and compliance to National Core Standards.

**ENQUIRIES:**
Mr. N. A. Mbhele Tel No: (032) 4814199

**APPLICATIONS:**
Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.

**FOR ATTENTION:**
Mr S. M. Naidoo

**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 completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the 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 result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

**CLOSING DATE:**
15 November 2019 (Late applications will not be accepted)

**POST 38/197**
ASSISTANT MANAGER (GENERAL) REF NO: HRM 24/2019 (X1 POST)
Directorate: Nursing Services

**SALARY:**
R562 800 per annum (plus benefits) Day and Night Duty

**CENTRE:**
Sterkfontein Hospital

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REQUIREMENTS: Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Qualification in Nursing Administration will be an added advantage/ Equivalent Management qualification from accredited institutions. A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC, at least 3 years of the period referred to must be appropriate/recognizable experience in Management of a Psychiatric Unit. Must have extensive experience in Psychiatry Post Registration as a Professional Nurse. Knowledge of SCM and HRM procedures, the MHCA 17 of 2002, relevant public sector legislative frameworks. Strong management, leadership, sound interpersonal and good communication skills. Computer literacy and a valid driver’s license and current registration with SANC. Ability to drive and implement change and initiate projects to improve the rehabilitation of mental health care users.

DUTIES: To supervise comprehensive, quality nursing care programs according to the needs of the patient based on Batho Pele Principles; Patients’ Rights Charter and National Core Standards. Manage effectively the utilization and supervision of resources and assist in recruitment and mentoring of nurses. Develop nursing protocols and procedures to enhance quality nursing care and management. Ensure effective implementation of the HR and SCM policies in line with the strategic and operational plans of the institution. Active involvement in hospital committees and teams e.g. quality assurance. Take extra-mural assignments as may be delegated by the Nursing Service Manager or CEO. Assist in career planning and development of nursing staff. Conduct clinical audits at the wards and implement quality systems to correct identified service challenges. Relieve the Nursing Service Manager in her absence. Take charge of the hospital during the day, night, public holidays and weekends.

ENQUIRIES: Ms M.M. Sono Tel No: (011) 951-8202

APPLICATIONS: Sterkfontein Hospital, Private Bag X2010, Krugersdorp, 1740, or hand delivered to the application box at the entrance.

NOTE: Applications must be submitted with a Z83, CV, certified copies of ID and Qualifications. Sterkfontein Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability and gender. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify your application from being processed. Suitable candidates will be subjected to personnel suitability checks (criminal record check, qualification/study verification and credit check). Successful candidates will undergo a Medical screening test.

CLOSING DATE: 08 November 2019

POST 38/198: CHIEF RADIOGRAPHER (DIAGNOSTIC) (GRADE 1) REF NO: GS 75/19
Component: Radiography

SALARY: R466 119 - R517 326 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Home Owner Allowance, Employee Must Meet Prescribed Requirements

CENTRE REQUIREMENTS: Greys Hospital, Pietermaritzburg

REQUIREMENTS: National Diploma / Degree in Diagnostic Radiography. Certified copy of original registration with the Health Professions Council of South Africa (HPCSA) as a diagnostic radiographer certified copy of current registration as a Diagnostic Radiographer (Independent Practice) with Health Professions Council of South Africa (HPCSA) for 2019/2020. Minimum of three years’ experience working in a computerized radiography department (working in a PACS/RIS environment) after registration with HPCSA as a Diagnostic Radiographer (Independent Practice). Certificates of Service to be attached as proof of experience. Recommendation: Work experience in a specialized field eg Mammography, CT, MRI, Cardiac Cath Lab. Knowledge, Skills and Experience: Expert knowledge of specialized equipment and radiography procedures, including multi slice CT and PACS/RIS applications. Good communication, interpersonal relations and problem solving skills. Sound knowledge of radiation control regulations and health and safety policies Basic supervisory skills. Computer Literacy.

DUTIES: Provide high quality diagnostic radiography service. Observe safe radiation protection standards and ensure health and safety rules and regulations are adhered to. Be actively involved in the Radiation Control Directorate Quality Assurance programme. Participate in a 24 hour roster system which includes
nights, weekends, Public Holidays and standby duties. Working knowledge and experience of PMDS and be responsible for the PMDS of staff members as allocated. Provide assistance, supervision and training to junior staff and student radiographers. Promote good health practices and ensure optimal care of the patient. Participate in quality improvement programmes, policy making, in-service training and National Core Standards. Perform reception and administrative duties as required.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE
ENQUIRIES
APPLICATIONS
FOR ATTENTION
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 Vitæ 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 75/19. 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
08 November 2019

POST 38/199:
CHIEF DIAGNOSTIC RADIOGRAPHER: GRADE 1
REF NO: HRM 53/2019– (X1 POST)
Directorate: X-Ray Dept

SALARY
R466 119 – R 517 326 per annum, 13th Cheque, Medical Aid (Optional), Home Owner allowance on application employee must meet prescribed requirements

CENTRE
King Edward VIII Hospital and St. Aidens Complex (KEH)

REQUIREMENTS
3 year National Diploma/Degree with Diagnostic Radiography, Registration with HPCSA as a Diagnostic Radiographer, Proof of current registration with HPCSA as a Diagnostic Radiographer (2019/2020), Minimum of 3 years’ experience after registration with HPCSA as a Diagnostic Radiographer Recommendation: Computer Literacy, B-tech in Radiography will be advantageous, Mammography certificate will be advantageous Knowledge, Skills, Training And Competencies Required: Sound knowledge of diagnostic radiography procedures and equipment, sound knowledge of Radiation Control and safety measures, sound knowledge of relevant Health and Safety Acts., ability to communicate effectively and problem solving skills, good interpersonal relations and ability to perform well within a team, ability to perform quality assurance tests, sound knowledge of Public Service Human Resource policies and procedures including EPMDS, ability to supervise junior and student radiographers

DUTIES
To provide high quality Diagnostic Radiographic services, to promote good health practices and ensure optimal care to patients, to execute all clinical procedures competently to prevent complications, to prove a 24 hour radiographic service including weekends and public holidays, to comply with safety and radiation protection standards, promote good health practices to patients in need of radiography, to contribute to the overall work process in the component, to comply with and promote Batho Pele principles in the execution of all duties for effective service delivery, participate in quality assurance and quality improvement projects including implementation of the National Core standards, participate in departmental policies and procedures development, participate in monthly departmental meetings, carry out EPMDS on members of staff allocated under your supervision, be actively involved in In-service training, student training and Peer Review and CPD activities.

ENQUIRIES
APPLICATIONS

Mrs. P. Nzama Tel No: (031) 3603479
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 Human Resource Manager, King Edward VIII Hospital, Private Bag X02, Congella, 4013.
NOTE: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APR0/1/2006. 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. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

CLOSING DATE: 08 November 2019

POST 38/200: CLINICAL PROGRAMME COORDINATOR GRADE 1 (QUALITY ASSURANCE) REF NO: HRM 54/2019 (X 1 POST)

Directorate: Planning, Monitoring, Evaluation and Reporting Department

SALARY: R444 276 – R500 031 per annum. 13th Cheque, Medical Aid (Optional), Home Owner allowance on application employee must meet prescribed requirements.

CENTRE: King Edward VIII Hospital

REQUIREMENTS: Senior or grade 12 certificate or equivalent qualification, degree/diploma in Nursing with midwifery. Registration with SANC as a general nurse, current proof of registration (receipt-2019). Minimum of 07 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC as general nurse Recommendation: Computer Literacy, valid code 8 (EB) drivers’ license. Observable 3 years’ experience in Quality Assurance, National Core Standard Accreditation. Knowledge, Skills, Training and Competencies required: working knowledge of public service, public policies and procedures related to the field of work. Interpersonal relationship (multi-disciplinary). Communication skills (verbal and written). Presentation and facilitation skills. Ability to conduct multi-disciplinary meetings. Problem solving and decision making skills. Working knowledge of policies, procedures, current services and related legislations. High level of initiative and Enovation.

DUTIES: Coordination of optimal, improvement programs for the institution. Facilitate quality improvement committee meeting and participate in institution and District Quality Assurance meeting. Conduct quality audits for improvement purpose. Ability to implement organizational transformation and change interventions. Coordinate and facilitate health promoting hospital quality improvement projects and quality improvement projects and quality days. Facilitate education and training on National Core Standard, norms and standards, ideal hospital, maintenance and realization framework (IHMRP). Coordinate and conduct quality improvement surveys. Coordinate, consolidate and report all quality assurance indicators and quality improvement plans. Coordinates, provide ongoing feedback to management and quality teams on National Core Standards and Quality patient care in order to ensure that the accreditation process remains on track. Ensure that all institutional standard operating procedures are reviewed and implemented accordingly. Maintain records and provide report back to all stakeholders.

ENQUIRIES: Mrs. TJ Sibiya Tel No: (031) 360 3019

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 Human Resource Manager, King Edward VIII Hospital, Private Bag X02, Congella, 4013
NOTE: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. (This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying).

CLOSING DATE: 08 November 2019

POST 38/201: PROFESSIONAL NURSE SPECIALITY: OPERATING THEATRE & SDU: REF NO: CBH10/2019 (X1 POST)

SALARY: Grade 1: R383 226 - R444 276 per annum
Grade 2: R471 333 - R579 696 per annum
Other Benefits: 8% rural allowance, 13th cheque, Medical aid (optional) and home owners’ allowance (employee must meet a prescribed requirements).

CENTRE: Catherine Booth Hospital

REQUIREMENTS: Standard10, Senior certificate or Grade12.Diploma in General Nursing and midwifery basic R425 qualifications. Current registration with SANC 2020 to practice. Certificate/s of service endorsed and stamped by HR Department from current/former employer. Plus a minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Professional Nurse with 1 year Post basic certificate. A minimum of 14 years of appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC In General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining 1 year post basic qualification in the relevant specialty. Sound knowledge of nursing care. Sound of nursing care knowledge delivery approach. Sound knowledge of latest technology in theatre nursing. Sound knowledge of IPC, H&S and other policies. Knowledge in record keeping and communication skills.

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

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

APPLICATIONS: All applications should be forwarded to: Catherine Booth Hospital: Private Bag x105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, UMlalazi Municipality Ward15, Amatikulu, 3801

FOR ATTENTION: Mr. E.P Dube

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

CLOSING DATE
15 November 2019

POST 38/202
CLINICAL NURSE PRACTITIONER: PHC REF NO: CBH11/2019 (X1 POST)

SALARY
Grade 1: R383 226 - R444 276 per annum
Grade 2: R471 333 - R579 696 per annum
Other Benefits: 8% rural allowance, 13th cheque, Medical aid (optional) and home owners’ allowance (employee must meet a prescribed requirements)

CENTRE
Ensimgweni Clinic

REQUIREMENTS
Standard10, Senior certificate or Grade12. Diploma in General Nursing and midwifery basic R425 qualifications. Current registration with SANC 2020 to practice. Certificate/s of service endorsed and stamped by HR Department from current/former employer. Plus a minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a Professional Nurse with 1 year Post basic certificate. A minimum of 14 years of appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining 1 year post basic qualification in the relevant specialty. Knowledge of nursing care processes and procedures. Legal prescript, SANC regulation, Health and Safety Act and other related acts. Leadership, organizational, decision making and problem solving skills. Good communication, interpersonal relations. Financial management skills. Patients’ rights charter and Batho Pele Principles, professionalism etc. Ideal clinic realization and NCS. Team building and supervisory skills.

DUTIES
To provide comprehensive community health care. To provide administrative services. To provide educational services i.e. teaching of patients, public and staff and continuous self-study. To provide clinical services, through: Evaluation and follow up of patients during clinic visits, Consultation and treatment initiation, Coordination between hospital and community, Attending and participating in Doctors’ visits, Functioning as a member of the therapeutic team, Effective crisis management. To control equipment and other resources. To engage in research functions. Manage all resources in the absence of an Operational Manager. Manage PHC & priority programs and services including school health, WBOT, CCG. Participate in monitoring and evaluation of care.

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

APPLICATIONS
All applications should be forwarded to: Catherine Booth Hospital: Private Bag x105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, UMlalazi Municipality Ward15, Amatikulu, 3801

FOR ATTENTION
Mr. E.P Dube

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

CLOSING DATE
15 November 2019

POST 38/203
CLINICAL NURSE PRACTITIONER REF NO: UNTU 11/2019

SALARY
Grade 1: R383 226 per annum. Other Benefits 13th Cheque, Home Owner’s Allowance (Employee must meet prescribed requirements), Medical Aid (Optional) and 8% Rural Allowance

CENTRE
Unutunjambili Hospital (Umphise Clinic)

REQUIREMENTS
Senior Certificate, Degree/Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as
General Nurse, Midwife and Primary Health Care Nurse. Previous & Current work experience/Certificate of Service endorsed by your Human Resource Department (To be attached to application) Proof of Current Registration with South African Nursing Council as a General Nurse, Midwife and Primary Health Care Nurse (SANC Receipt 2019). Certificate (s) of Service from Previous & Current Employers stamped by Human Resource. Recommendations Computer Literacy: MS Software Clinical Nurse Practitioner Grade 1 Grade 12 or Senior Certificate A minimum of 4 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. One year Post Basic Qualification in Primary Health Care. Proof of Current Registration (2019) with SANC, Clinical Nurse Practitioner Grade 2 Grade 12 or Senior Certificate A Minimum of 14 years appropriate recognizable experience in nursing after registration as. A Professional Nurse with SANC in general nursing of which at least 10 years must be appropriate / Recognizable experience after obtaining the one year post basic qualification in primary Health Care. One Year Post Basic Qualification in Primary Health Care. Proof of Current Registration (2019) with SANC. Knowledge, Skills and Competencies Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing. Principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Coordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies. Conduction of training for staff member to rectify deviation from minimum standards as well as introducing the latest developments in health care service delivery. Conduct training of Home Based Care: DOTS and other community representatives and volunteers with the district. Develop & ensure implementation of nursing care plans. Assist Operational Managers to train community members at outreach rallies to further the health practices to the community at large. Adapt and modify training material to keep it current and maintain interest in the health care message being delivered thereby ensuring buy the audience. Assist with monitoring and evaluation activities and conduct research in conjunction with specialists to maintain training standards and remain current with international practices. Participate in clinical records audits. Utilize human, material and pharmaceutical resources effectively & efficiently. Monitor client satisfaction by communicating with patients and relatives. Assist with the overall management & necessary support for the effective function of the unit. Provide safe & therapeutic environment as laid down by the Nursing Act, Occupational Health & Safety Act & all other applicable prescripts. Motivating staff regarding development in order to increase level of expertise and assist patients & families to develop a sense of self care. Provide administrative services such as providing accurate statistics for evaluation & future planning, identifying needs for financial planning & direct control of expenditure as an integral part of planning & organization. Demonstrate effective communication with patients, supervisors & other clinicians. Display a concern for patients, need & expectations according to Batho Pele Principles. Deputize the Operational Manager.

ENQUIRIES: Ms. N.P Ngubane Tel No: (033) 444 1707
APPLICATIONS: Applications should be forwarded to: Human resource Manager Private Bag X 216 Kranskop 3268.

NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Documents and Drivers Licence (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. 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, 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. Applicants in possession of a foreign qualification must attach an evaluation report.
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. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview.

CLOSING DATE: 08 November 2019

POST 38/204: CLINICAL NURSE PRACTITIONER REF NO: UNTU 03/2019

Re-Advertised

SALARY: Grade 1: R383 226 per annum
          Grade 2: R445 917 per annum
          Other Benefits: 13th Cheque, Home Owner's Allowance (Employee must meet prescribed requirement), Medical Aid (Optional) and 8% Rural Allowance

CENTRE: Untunjambili Hospital (Gateway)


DUTIES: Conduct clinical training for staff member to rectify deviation from minimum standards as well as the latest developments in health care service delivery. Conduct training of Home Based Care: DOTS and other community representatives and volunteers are with the district. Develop & ensure implementation of nursing care plans. Assist Operational Managers to train community members at outreach rallies to further the health practices to the community at large. Adapt and modify training material to keep it current and maintain interest in the health care message being delivered thereby ensuring buy the audience. Assist with monitoring and evaluation activities and conduct research in conjunction with specialists to maintain training standards and remain current with international practices. Participate in clinical records audits. Utilize human, material and pharmaceutical resources effectively & efficiently. Monitor client satisfaction by communicating with patients and relatives. Assist with overall management & necessary support for the effective function of the unit. Provide safe & therapeutic environment as laid down by the Nursing Act, Occupational Health & Safety Act & all other applicable prescripts. Motivating staff regarding development in order to increase level of expertise and assist patients & families to develop a sense of self care. Provide administrative services such as providing accurate statistics for evaluation & future planning, identifying needs for financial planning & direct control of expenditure as an integral part of planning & organization. Demonstrate effective communication with patients, supervisors & other clinicians. Display a concern for patients, need & expectations according to Batho Pele Principles. Deputize the Operational Manager.

ENQUIRIES: MS. N.P Ngubane Tel No: (033) 444 1707

APPLICATIONS: should be forwarded to: Human resource Manager Private Bag x 216 Kranskop 3268.

NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration
Certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. 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, 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. 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. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview.

CLOSING DATE: 08 November 2019

POST 38/205: PROFESSIONAL NURSE-PAEDIATRIC SPECIALITY (ROTATION IN CASUALTY AND PAEDIATRIC WARDS DAY AND NIGHT) REF NO: NDH 31/2019 (X3 POSTS)

SALARY:
Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Benefits: Plus 13th cheque, Housing Allowance (provided the incumbent meets the requirements) 
Employee must meet prescribed requirements and Medical Aid – Optional

CENTRE: Northdale Hospital Pietermaritzburg

REQUIREMENTS:
Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing.
Grade 2: Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the relevant specialty Degree/Diploma in General Nursing Plus A post Basic Nursing qualification in Paediatric Care Nursing with a duration of at least 1(one) year accredited with SANC Current registration with SANC as a General Nurse (2019 receipt 
Knowledge, Skills, Training & Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices, Perform a clinical practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility, display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirement and expectations, Possess and demonstrate effective communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team, Working as part of the multi-disciplinary team to ensure good nursing care, Ability to plan and organize own work and that of support personnel to ensure proper Nursing care, Knowledge of NCS, Knowledge of Ideal Clinic/ Hospital, Compiling of PSIs and Computer literacy

DUTIES:
Provision of Quality Nursing Care through the implementation of National Core Standards, policies and procedures coupled with supervision and monitoring the implementation there of, to develop and ensure implementation of Nursing Care Plans, to attend monthly Morbidity and Mortality meeting and implement action plans, implement all MCWH Programmes which will contribute to a reduction in mortality and morbidity rates, to participate in Quality Improvement Program Clinical Audits, uphold the Batho Pele Principles and Patient’s Right Charter, Provide a safe and therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts, maintain accurate and complete patient records according to legal requirements, relieve the Operational Manager for short and long term absences, e.g. when off duty attending meetings or on leave, participate in staff, student and patient and caregiver teaching, Exercise control over
discipline, grievance and Labour Relations issues according to the laid down policies and procedures, manage and supervise effective utilization of resources e.g. Human, Financial material etc, Implementation of Infection Prevention and Control Protocols, Assist with performance review i.e. EPMDS as well as student progress reports, Maintain clinical competence by ensuring that scientific principles of nursing are implemented, to rotate in Casualty on a 6 monthly basis to attend to the pediatrics on both day and night duty, Participation in NCS, Participating in preparation of the department for Ideal Clinic/ Hospital and Compiling of PSIs.

ENQUIRIES:
Mrs J. Webster Tel No: (033) 387 9010

APPLICATIONS:
All applications must be addressed to the Human Resources Manager: posted to Northdale Hospital, Private Bag X9006, Pietermaritzburg, 3200.

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, 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. 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. The target group in terms of employment equity target for an advertised post is an African male.

CLOSING DATE:
08 November 2019

POST 38/206:
PROFESSIONAL NURSE SPECIALTY (OPHTHALMOLOGY) REF NO: NDH 32/2019 (X1 POST)

SALARY:
Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Benefits: Plus 13th cheque, Housing Allowance (provided the incumbent meets the requirements) Employee must meet prescribed requirements and Medical Aid – Optional

CENTRE:
Northdale Hospital Pietermaritzburg

REQUIREMENTS:
Senior certificate/grade twelve certificate or equivalent qualification, Diploma or Degree in General Nursing and Midwifery, A Post Basic Nursing qualification with duration of at least one year accredited with SANC in Ophthalmic Nursing Science, Current registration with SANC as a general nurse, midwifery and Ophthalmic Nursing Science, minimum of 9 years of appropriate and recognizable experience in nursing after registration as a professional with SANC with general nursing, At least 5 years of the above period must be appropriate recognizable experience in Ophthalmic Nursing Science after obtaining registration. Proof of current and previous experience endorsed and stamped by your HR (Certificate of service). Knowledge, Skills, Training & Competencies Required: Knowledge of Public Service Policies, Acts and regulations, Knowledge of SANC rules and regulations, Knowledge of the District Health Care system and referral pathways, Good communication, leadership, interpersonal and decision making and problem solving skills, Knowledge of Code of Conduct Labour Relations, Conflict management and negotiation skills, Ability to function well within a team, Skills in organizing, planning and supervising, Knowledge of Batho Pele principles and patients’ rights charter, Knowledge of the challenges facing the public health sector, Knowledge of Labour relations and handling grievances and disciplinary procedures.
DUTIES: Demonstrate effective communication with patients, supervisors, other Health Professionals and junior colleagues, including more complex report writing when Required. Work as part of a multi-disciplinary team at unit level to ensure optimal nursing care by the nursing Work effectively and amicably, with staff of diverse Intellectual, cultural, racial or religious differences at a supervisory level. Monitor and evaluate the performance of staff according to set standards and norms to ensure effective management of the unit. Participate in outreach programmers conducting health education, promotion and early identification of ocular diseases in the community / hospital. Promote health education on prevention of eye disease and blindness, rehabilitation, pre-operative, intra-operative, and post-operative care. Provide relevant information to all health care users to assist in the achievement of optimal emergency care in respect of eye traumas. Manage and monitor effective utilization of human, financial and other resources entrusted to you, Monitor staff absenteeism and management of grievances and disciplinary matters, Monitor patient waiting times and the flow of patients in the unit, Provision of administrative services by identifying, planning and organizing availability of supplies and essential equipment for ophthalmic Cataract extractions and ocular conditions. Advocate for the care of patients with ocular conditions. To identify high risk situations, implement Quality improvement programmes and to prevent patient safety incidents. To be involved and assist other staff members in clinical management of clients, National Core Standards and Infection control principles. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate basic computer literacy as a support tool to enhance service delivery and Implementation of EPMD's.

ENQUIRIES: Mrs J. Webster Tel No: (033) 387 9010
APPLICATIONS: All applications must be addressed to the Human Resources Manager: posted to Northdale Hospital, Private Bag X9006, Pietermaritzburg, 3200.
NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. 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, 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. 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. The target group in terms of employment equity target for an advertised post is an African male.
CLOSING DATE: 08 November 2019
POST 38/207: PROFESSIONAL NURSE: SPECIALTY-PAEDIATRICS REF NO: UNTU 12/2019 (X1 POST)
SALARY: Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 - R579 696 per annum
Other Benefits, 13th Cheque, Home Owner’s Allowance, Medical Aid Optional (Employee Must Meet Prescribed Requirements)
CENTRE: Untunjambili Hospital
REQUIREMENTS: Grade 12. Diploma/Degree in General Nursing with Midwifery Proof of current registration with SANC. 1 year post basic qualification in child Nursing Science. NB: Certificates of Service Endorses by HR Department must be attached.
Grade 1: Minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. **Grade 2**: Minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. At least 10 years of the period referred to above must be appropriate / recognizable experience in the specific specialty after obtaining the one year post basic qualification in paediatrics. Knowledge, Skills and Competencies

Required Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure etc. Good communication skills, Report writing skills, Facilitation skills, Coordination skills, Planning and organizing skills, Ability to function as part of a team. Decision making skills, Computer.

**DUTIES**: Provide and manage all resources within the unit cost effectively and ensure optimal service delivery. Participate in the analysis, formulation and monitoring of objective policies and procedures including quality improvement programs. Participate in staff development using EPMD system and other related programs and training. Maintain professional growth, ethical standards through the code of conduct for Public Service and Professional body. Provide direct and indirect supervision of all nursing and to give guidance. Assist in orientation, induction and monitoring of all nursing staff. Demonstrate effective communication within patients, supervisors, multi-disciplinary team and other clinicians, including report writing when required and patient’s records. Provide comprehensive holistic specialized quality nursing care to patient’s as a member of the multi-disciplinary team according to the identified needs within the professional legal framework. Provide support to nursing service by assistant with relief duties of the supervisors acting s junior shift leader on both day and night duty as required. Promote quality specialized nursing care as directed by scope of practice and standards determined by the Relevant specialty. Encourage and support child survival programs e.g. IMC, PMTCT, EPI, and KMC. Assist Operational Manager by participating in NGS Programs.

**ENQUIRIES**: Mrs S. Pillay Tel No: (033) 444 1707

**APLICATIONS**: Should be forwarded to Human Resource Manager Private Bag X 216, Kranskop, 3268.

**NOTE**: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. 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, 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. 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. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview.

**CLOSING DATE**: 08 November 2019
POST 38/208 : PROFESSIONAL NURSE SPECIALTY – OPHTHALMOLOGY GRADE 1 TO 2  
REF NO: ST 14/2019 (X1 POST) 
Component: Opthalmology 

SALARY : 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 policy requirements)  

CENTRE REQUIREMENTS : GJG Mpanza Hospital  

REQUIREMENTS : Diploma or Degree 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. Post basic Diploma Nursing Qualification in Relevant Speciality (Opthalmology) with duration of one year accredited with SANC. Proof of current registration (2019 receipt) proof of current registration (2019 receipt) proof of current/previous work experience endorsed and stamped by HR must be attached. Experience: Grade 1: A minimum of four (4) years appropriate recognizable experience in Nursing after registration as a professional nurse. Grade 2: A minimum of 14 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.at least 10 years of the period referred to the above must be appropriate/recognizable experience in the specific speciality after obtaining the one year post – Basic qualification in relevant speciality. Knowledge, skills training 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 : Assist in planning/organizing and monitoring of the objectives of the specialized unit in consultation with subordinates. Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient, based on scientific principles. Delegate duties and support staff in the execution of patient care delivery. Provide direct and indirect supervision of all nursing staff/housekeeping staff and give guidance. Ensure continuity of patient care on all levels e.g. work book, handover rounds. Do readjustments as required on the shift to provide adequate nursing cover. Assist in record keeping and providing statistical information on training and staffing as requested including agency staff. Assist in evaluation of staff on work performance – according to staff management system. Execute disciplinary code and grievance procedure executed up to a certain level then referred to the nurse to the nurse manager. Monitor financial resources with emphasis on cost containment and keeping of all records within the financial policies regarding tenders, procurement and the policy regarding revenue generation, e.g. UPFS. Order and monitor appropriate levels of consumables i.e. according to norms. Check all equipment to ensure working order and refer for repairs. Assess the suitability of equipment and consumables for specialized areas. Give budget inputs regarding consumables and equipment budget for financial year. Exercise the control functions to meet medical/legal obligations, i.e. weekly schedule drugs control, control of medication used. Check ward dispensary. Assist in orientation, induction and mentoring of all nursing staff and orientation of the other staff. Assist in the planning coordination of training and promote learning opportunities for all nursing categories i.e. on the job training.  

ENQUIRIES : Mr S.W Dlamini (Assistant Manager Nursing) Tel No: (032) 437 6183  
APPLICATIONS : Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, GJG Mpanza Hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street.  

FOR ATTENTION : Mr S. Govender (Human Resource Manager)  
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: 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**  
22 November 2019

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

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

**CLOSING DATE**  
08 November 2019 (at 16h00). Applications received after the closing date and time will not be considered.

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

**MANAGEMENT ECHELON**

**POST 38/209**

**DIRECTOR: LABOUR RELATIONS REF NO: P 20/2019**

**SALARY**

R1 057 326 per annum (all Inclusive remuneration package)

**CENTRE**

Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg

**REQUIREMENTS**

An undergraduate qualification (NQF Level 7) in Labour Relations/Industrial Relations as recognised by SAQA; plus A minimum of 5 years’ experience at a middle/senior managerial level within the Labour Relations environment; plus a valid driver’s licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: Knowledge of the RSA Constitution, Public Service Act, Public Service Regulations, EPMDS framework, grievance procedures, Labour Relations Act, Public Finance Management Act, GPSSBC and PSCBC processes and Employee Performance and Management System. Knowledge of Basic Conditions of Employment Act, Project management principles, Promotion of Equality and Prevention of Unfair Discrimination. Language skills. Listening skills. Interpersonal relations skills. Computer skills. Leadership skills. Negotiation skills. Facilitation skills. Time management skills. Report writing skills. Problem solving skills. Communication skills. Conflict management skills. Self-disciplined and able to work under pressure with minimum supervision. Project management skills. People management skills. Relationship Management skills. Financial Management skills. Strategic planning skills. Presentation skills. Decision making skills. Innovation and creativity skills. The ideal candidate must be innovative, independent, time frame driven, meticulous and believe in confidentiality. He/She must also be proactive, honest, have integrity, be reliable, have patience, be committed, professional, culturally sensitive, persevere and punctual.

**DUTIES**

Manage discipline and labour relations: Draft Departmental guidelines in respect of disciplinary procedures and policies. Appoint Presiding and Investigating Officer to dispose of misconduct enquiries. Provide advice and support on disciplinary matters. Lead evidence and preside in disciplinary enquiries and other labour relations matters. Render effective and efficient disciplinary procedures and guidance. Ensure compliance with standard disciplinary procedures and measures. Ensure effective labour dispute resolution services. Render effective utilization of Investigating and Presiding Officers. Manage investigations regarding misconduct and other labour relations cases. Ensure compliance with standard misconduct procedures and measures. Render advice and guidance on misconduct cases. Ensure an effective policy and internal control environment. Monitor and evaluate the disciplinary process. Manage the provision of grievances and disputes: Manage standard grievance procedures and measures. Manage Departmental dispute settlement. Render a consultative and advisory service to the Department. Manage and conduct grievance investigations and dispute resolution. Ensure effective conciliation, arbitration and dispute resolution processes. Conduct workshops and information session on labour relations aspects. Ensure an effective policy and internal control environment. Monitor and evaluate the grievance and dispute resolution processes. Manage Departmental collective bargaining; Liaise and co-ordinate employer caucus processes. Supervise and facilitate liaison between the Department and organized labour. Represent the Department at Provincial and National Labour Relations Forums. Represent the Department at Bargaining Council and CCMA structures. Administer agreements and memorandum of understanding. Ensure the provision of secretariat service to labour relations meetings and task teams. Follow up on matters with organized labour. Promote liaison between unions and management. Facilitate and co-ordinate information dissemination of applicable statistics and reports. Develop strike management procedures and implementation plans. Manage the development, implementation and co-ordination of policies: Manage the implementation of National, Provincial and Departmental frameworks. Manage the implementation of policies according to agreed norms and standards. Monitor and evaluate compliance with implemented policies. Report on any discrepancies in regard of compliance to all relevant stakeholders. Review and amend policies as and when required based on input from stakeholders.
Ensure timeous finalization of grievances and disciplinary processes. Ensure effective record keeping and reporting of labour relations matters. Manage the resources of the Directorate: Manage human resources. Manage financial resources. Manage assets of the Directorate.

ENQUIRIES : Ms C Zwane Tel No: (033) 355 8902
FOR ATTENTION : Mr C McDougall
NOTE : It is the intention of this Department to consider equity targets when filling this position.

OTHER POSTS

POST 38/210 : CHIEF PROVINCIAL INSPECTOR (X3 POSTS)
Re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY : R470 040 per annum
CENTRE : RTI Empangeni Ref No: P17/2019 (X1 Post)
RTI Nquthu Ref No: P18/2019 (X1 Post)
RTI Vryheid Ref No: P19/2019 (X1 Post)

REQUIREMENTS : A relevant tertiary qualification (3-year Diploma/Degree in a Management or Law field – NQF 6); plus a Basic Traffic Officer’s Diploma; plus 3-5 years’ supervisory experience in a Traffic Law Enforcement field; plus 7-10 years’ working experience in Traffic Law Enforcement field; plus All valid relevant driving licences (A and EC); plus Valid Peace Officer’s Certificate; plus No criminal record. Knowledge, Skills, Training and Competencies Required: Extensive knowledge of Traffic Management policies and regulations. Knowledge of relevant legislations and traffic management regulations. Knowledge of vehicle inspections/impoundment. Knowledge of driving skills. Records and resource management skills. Customer relationship management skills. Planning, organizing, leadership, controlling and monitoring skills. People Management skills. Service delivery, communication and decision-making skills. Results and quality management skills. Problem solving skills. Innovation/continuous improvement skills. Analytical skills. Computer literacy. Negotiation and initiative skills. Project management, mentoring and coaching skills.

DUTIES : Manage the implementation of operational law enforcement plan: Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station/centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station/centre management and facilitate the development of and participation in a centre strategic /operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Management of service delivery improvement: Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centres. Manage and ensure effective external community communication and liaise with local Community Police Forums. Ensure that Testing Centre Stations (TCS) are operating optimally. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers thereof are filed properly and kept up to date at all times. Management of Human Resources: Manage grievances according to prescribed procedures. Facilitate at least one team building activity per quarter for the centre. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training program and monitor formal training needs of the unit. Manage performance of staff. Financial Management: Monitor monthly expenditure and inspection reports from the Province and implement corrective action in problem areas. Regular budget control and management discussions as part of management meetings. Document overtime planning based on priorities. Participate in budget planning as required by the Province. Respond to requests from head office regarding outstanding financial queries within provided time limit. Ensure effective and efficient Asset Management: Monitor vehicle costs for station / centre vehicles.
(as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that gets lost and put measures in place to deal with it. Manage assets as per inventories of station/centre.

ENQUIRIES : Mr VK Chetty Tel No: (033) 355 8880/8071

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