ANNEXURE R

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF EDUCATION

The Provincial Department of Education is an equal opportunity affirmative action employer.

CLOSING DATE: 22 November 2019

NOTE: Applications must be submitted on Form Z83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recently updated comprehensive CV, originally certified copies of all qualifications and RSA ID document as well as a valid driver’s license. Failure to attach the requested documents will result in the application not being considered. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. Late, faxed or emailed applications will NOT be considered. Please note: Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications. The filling of the post will be done in terms of the Department’s approved Employment Equity Plan. Preference will be given to persons from designated groups including persons with disabilities. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of employment. Note: Applicants must ensure that they fully complete and sign the Form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

MANAGEMENT ECHELON

POST 40/78: DIRECTOR: MATHS, SCIENCE & ICT REF NO: DOE/08/2019

SALARY: R1 057 326 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).

CENTRE: Head Office, Pietermaritzburg

REQUIREMENTS: An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years’ experience at a middle/senior managerial level. Competencies: Knowledge of the Public Finance Management Act, Public Service Act and other relevant prescripts and legislations. Good presentation skills, Analytical thinking, Research and report writing skills, Policy formulation and Project management. Computer literacy. Communication (written and verbal) and Interpersonal skills. A valid driver’s licence.

DUTIES: Manage the development and coordination of MST internal and external intervention programmes in promoting participation and performance. Ensure the provision and maintenance of physical infrastructure and connectivity of ICT’s in all institutions. Promote leadership and skills development in MST and ICT at all levels. Ensure the continuous technical support for electronic content resources. Manage MST and ICT projects. Manage the resources of the Directorate.

ENQUIRIES: Mr. M.J. Mazibuko Tel No: (033) 846 5614

APPLICATIONS: For Head Office posts applications should be forwarded to: Deputy Director: HR and Administration, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, 228 Pietermaritzburg Street, Pietermaritzburg, 3201, Office No. 203 A.

FOR ATTENTION: Mr. P.B.V Ngidi
POST 40/79 : DEPUTY DIRECTOR: FINANCE
Re-advertised: interested applicants are encouraged to re-apply.

SALARY : R733 257 per annum. (Level 11) (All-inclusive package to be structured in line with rules for MMS).

CENTRE : Amajuba District Ref No: DOE/09/2019
Harry Gwala District Ref No: DOE/10/2019

REQUIREMENTS : Bachelor’s Degree/Diploma in Commerce or equivalent qualification coupled with three (3) years' management experience in finance environment. Extensive experience in Finance and broad financial management knowledge. Valid Driver’s License. Computer Literacy. Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, Provincial practice notes, Delegation authority, Basic conditions of employment, Public Service Acts and Regulations, Constitution of RSA and other relevant legislation, Advanced knowledge of PFMA, Treasury Regulations, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation. Skills – computer (PERSAL, BAS and spreadsheets), Interpretation and application of policy, Policy development and managerial skills, Strategic planning, Problem solving and analytical thinking, Ability to communicate and present issues to management, Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Conflict Management, Risk analysis and control, Good interpersonal communication, Planning and Organizing, Report writing, Innovation and creativity and Empowerment Attributes – Honesty, Integrity, Creative, Reliable and Accurate, Open and Transparent, Team Leader and Player, be able to work under pressure, value diversity, confidentiality, decisive, assertive, influencing skills, customer service oriented, change oriented.

DUTIES : Manage accounting control as it relates to revenue control, salary administration, and debtor and creditor administration. Manage suspense accounts relating to salaries. Render financial management support services with regards to the MTEF cycle ie. Budget and expenditure management in terms of the PFMA, Treasury Regulations and Practice notes. Manage the procurement of goods and services. Manage the safekeeping, maintenance and disposal of assets. Manage the resources of the sub-directorate.

ENQUIRIES : Mr. R.T.T. Nzama: Tel No: (034) 328 4502 (Amajuba District)
Mrs. S.C. Zakuza-Njakazi Tel No: (039) 797 3703 (Harry Gwala District)

APPLICATIONS : Amajuba District Private Bag X6618Newcas2940, Harry Gwala District Private Bag X3560 Kokstad4700

FOR ATTENTION : Mr. S.D.P. Nkosi Amajuba District
Mrs. S.C. Zakuza-Njakazi- Harry Gwala District

NOTE : Applications may also be hand delivered to the relevant District Office

POST 40/80 : DEPUTY DIRECTOR: HUMAN RESOURCE SUPPORT SERVICES
Re-advertised: interested applicants are encouraged to re-apply.

SALARY : R733 257 per annum. (Level 11) (All-inclusive package to be structured in line with rules for MMS).

CENTRE : Ilembe District Ref No: DOE/11/2019:
Harry Gwala District Ref No: DOE/12/2019

REQUIREMENTS : Degree/ Diploma in the field of Public Administration or equivalent qualification with 3-5 years managerial experience in the human resource management environment. Computer literacy, valid driver’s license. A practical extensive experience in PERSAL and establishment control. A Persal certificate will be an advantage. Competencies: Knowledge of Educators Employment Act, Basic Conditions of Employment Act, Administration procedures, Public Service Regulations, Public Service Act, Human Resource matters, Training and Development, Planning and

**DUTIES**: Manage the provision of recruitment and selection services. Manage the provision of appointment services. Manage the processing of leave matters, pension matters, housing matters and personnel matters. Manage staff performance in the sub-directorate. Manage the resources of the component. Supervision of staff in the sub-directorate.

**ENQUIRIES**: Mrs. S.C. Zakuza-Njakazi Tel No: (039) 797 3703 (Harry Gwala District) Dr. M.M.L.S. Madondo Tel No: (032) 439 6103 (Ilembe District)

**APPLICATIONS**: Harry Gwala District Private Bag X3560 Kokstad4700 Ilembe District Private Bag X10612 Stanger 4450

**FOR ATTENTION**: Mrs. S.C. Zakuza-Njakazi (Harry Gwala District) Dr. M.M.L.S. Madondo (Ilembe District)

**NOTE**: Applications may also be hand delivered to the relevant District Office

**POST 40/81**: DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DOE/13/2018

Re-advertised: interested applicants are encouraged to re-apply.

**SALARY**: R733 257 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).

**CENTRE**: Umzinyathi District

**REQUIREMENTS**: Degree/Diploma in the field of Public Administration or equivalent qualification with 3-5 years managerial experience in the human resource management environment. Computer literacy, valid driver’s license. Practical extensive experience in Employee Relations, Performance Management and HRD. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Training and Development, Planning and Organizing, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial Functions. Analytical thinking, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic planning, Computer utilization, Policy Formulation, Change/Diversity Management. Ensuring performance standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals. Financial and Management Reporting.


**ENQUIRIES**: Mr. S.W. Keswa Tel No: (034) 219 2703 (Umzinyathi District)

**APPLICATIONS**: UMzinyathi District Private Bag X2001 Dundee 3000

**FOR ATTENTION**: Ms. S.P. Mkhize: (Umzinyathi District)

**NOTE**: Applications may also be hand delivered to the relevant District Office

**POST 40/82**: DEPUTY DIRECTOR: INFORMATION TECHNOLOGY – ADMIN SERVICES REF NO: DOE/14/2019

**SALARY**: R733 257 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).

**CENTRE**: Head Office (Pietermaritzburg)
REQUIREMENTS: Diploma/Degree in Information Technology/Bachelor of Science/Computer Science/Information Systems/IT Security/Business Informatics or any other relevant qualification(s). A minimum of 3-5 years IT experience with experience in Database Design, Project Management, and Programming. 3-5 years managerial experience in IT environment. Drivers Licence. Competencies: Knowledge of the Treasury Regulations, Public Finance Management Act. Knowledge of ECT Act, Knowledge of SITA Act, Basic understanding of COBIT, MIOS, MISS, ISO17799. Knowledge of the GITA framework, project management methodologies Information Security Regulation of Interception of Communications and Provision of Communication-related Information Act (Information Act), knowledge of database architecture and design, Employment of Educators Act, Public Schools Act. Project management skills, Good inter-personal relations, Problem solving, Risk management skills, Change management skills. Presentation skills. Self-disciplined and able to work under pressure. Ability to interpret written requirements and technical specification documents. Ability to code software according to published standards and design guidelines. Ability to work well within a team. Understanding of the schooling system in line with the Public Schools Act shall serve as an additional advantage.

DUTIES: Advise management on Information Technology matters. Supervise Information Technology related projects. Attend to complex data communication problems. Develop and implement IT security and IT operational risk in the Department. Ensure that security monitoring process, as well as processes which deal with security branches, Incidents and non-compliance to policy and standards are implemented. Ensure that the Department's security risk assessment is updated and maintained on an ongoing basis. Develop annual budget, control of expenditure and implementation of control procedures. Manage and Service level Agreements and Business processes with SITA. Render technical advice to Management Advisory Services Officers in respect of computer/labour saving facilities. Conduct research in order to proposed improvement of existing and or new technology to management. Co-ordinate the implementation of documents Management systems. Monitor the Information technology help desk and website. Manage performance of subordinates. Manage IT Network Operations & Infrastructure services, manage IT Procurement and Support.

ENQUIRIES: Mr. S. Halimana
APPLICATIONS: For Head Office posts applications should be forwarded to: Deputy Director: HR and Administration, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, 228 Pietermaritzburg Street, Pietermaritzburg, 3201, Office No. 203 A.

FOR ATTENTION: Mr. P.B.V Ngidi
POST 40/83: ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY – ADMIN SERVICES REF NO: DOE/15/2019

SALARY: R376 596 per annum
CENTRE: Head Office (Pietermaritzburg)
REQUIREMENTS: Diploma/Degree in Information Technology/IT Security/Networking or any other relevant IT qualification(s). A minimum of 3-5 years IT Technical Environment, experience in network cabling, switching and routing configuration, networking troubleshooting. Drivers licence. Competencies: Knowledge of the Treasury Regulations and Public Finance Management Act. Knowledge of ECT Act, Knowledge of SITA Act, Basic understanding of COBIT, MIOS, MISS, ISO17799, Knowledge of the GITA framework, Knowledge of project management methodologies Knowledge of Information Security, Regulation of Interception of Communications and Provision of Communication-related information Act Knowledge of database architecture and design, Employment of Educators Act, Public Schools Plan, design, implement and oversee the management of computer networks, troubleshooting skills. Technical documentation skills, change management,
presentation skills. Self-disciplined and able to work under pressure with minimum supervision. Ability to interpret written requirements and technical specification documents.

**DUTIES**

Develop and implement plan computer network. Implement IT Network Operations & Infrastructure. Oversee the implementation of IT Network and Security related projects. Manage ICT Network. Oversee the implementation of IT Business continuity & IT Security services across all networks of the Department. Ensure implementation of IT Governance policies and other legislative prescripts. Render advisory services on IT disciplines and procurement. Conduct research in order to propose new solutions and also improve existing government networks. Manage and monitor performance of subordinates.

**ENQUIRIES**

Mr. S. Halimana Tel No: (033) 846 5102

**APPLICATIONS**

For Head Office posts applications should be forwarded to: Deputy Director: HR and Administration, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, 228 Pietermaritzburg Street, Pietermaritzburg, 3201, Office No. 203 A.

**FOR ATTENTION**

Mr. P.B.V Ngidi

**DEPARTMENT OF HEALTH**

**OTHER POSTS**

**POST 40/84**

MEDICAL SPECIALIST GRADE 1/2/3 REF No: HRM 57/2019 (X2 POSTS)

Directorate: Dept. of Internal Medicine

**SALARY**

Grade 1: R1 106 040 – R1 173 900 per annum. (All inclusive package)
Grade 2: R1 264 623 – R1 342 230 per annum. (All inclusive package)
Grade 3: R1 467 651 – R1 834 890 per annum. (All inclusive package)

**CENTRE**

King Edward VIII Hospital (KEH)

**REQUIREMENTS**

MBCHB degree or equivalent qualification Plus registration certificate with the HPCSA as an Independent Medical Practitioner Plus current registration with the HPCSA (2019/2020). **Grade 1**: None to less than 5 years actual experience as a Specialist after registration with the HPCSA **Grade 2**: 5 years to less than 10 years actual experience as a Specialist after registration with the HPCSA. **Grade 3**: 10 years or more experience as a Specialist after registration with HPCSA. Recommendation: Computer Literacy Knowledge, Skills, Training And Competencies Required: Sound management of General Internal Medicine, Excellent decision making, problem solving, leadership and mentorship skills, Sound medical ethics, Good communication skills and computer literacy, Orientation towards service delivery, Ability to develop and maintain quality improvement programs and policy documents, Participation in clinical audits, peer review meeting and mortality and morbidity meetings, Leadership in the departmental academic program, Ability to work as part of a multidisciplinary team.

**DUTIES**

The incumbent will report to the Head of Department of General Medicine and will be responsible to fulfill the following requirements according to the policies of the Department i.e. Service, Teaching, Administration and Research. To efficiently execute duties which support the aims and objectives of the Department of Medicine in providing specialist care for in patients in the Department of Medicine, To supervise the training of registrars, interns, medical officers and undergraduate medical students in Internal Medicine, To participate in and contribute to the research and outreach activities of Department of Medicine, To service Hemodialysis and PD Unit at St Aidens Hospital, To supervise Acute Medical Unit at King Edward VIII Hospital, To conduct ward rounds at King Dinuzulu Hospital, To present at Monday morning meetings at IALCH division of Medicine.

**ENQUIRIES**

Dr. S. Ramji Tel No: (031) 360 2854
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013.

NOTE: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert.

People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. 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. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying).

CLOSING DATE: 22 November 2019

POST 40/85: MEDICAL OFFICER GR1, 2 OR 3 FORENSIC PATHOLOGY SERVICE REF NO: ILE 02/2019 (X1 POST)
Component: Kwadukuza Forensic Pathology Services

SALARY: Grade1: R821 205 per annum (all-inclusive package Plus fixed commuted overtime)
Grade 2: R938 964 per annum (all-inclusive package plus commuted overtime)
Grade 3: R1 089 693 per annum (all-inclusive package plus fixed overtime.)

CENTRE REQUIREMENTS: Grade1: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, a tertiary qualification (MBCHB) or equivalent. Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Valid driver’s license Grade 2: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professions Council of South Africa. Five (5) year post registration experience as a Medical Practitioner. Valid driver’s license. Grade 3: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus tertiary qualification (MBCHB or equivalent), a valid registration with the Health Professions Council of South Africa. Ten (10) year post registration experience as a Medical Practitioner. Valid driver’s license. Potential to develop a working knowledge and ability to perform medico-legal post mortem examinations and crime scene visits. Ability to work in multi-disciplinary team setting. Excellent communication skills and decision making qualities. Knowledge of the processes involved in death notification. Resilience and ability to make positive contribution in a busy department Report writing.

DUTIES: Performing medico legal autopsies. Maintain satisfactory clinical, professional and ethical standards related to Forensic Pathology Services. Generating of a comprehensive medico legal report based on autopsy findings. Completion of death notification forms (DHA-163) cremation certificate, RAF claims, Insurance etc. Attending crime scenes Guidance to Mortuary staff regarding autopsy technique and evidence collection. Attend
to administrative matters as required. Maintain and continuously improve professional and ethical standards. Court attendance when required. Assist other districts with autopsy services when necessary.

ENQUIRIES: Mr CK Mdletshe (Forensic Pathology Manager) Tel No: (032) 4373500
APPLICATIONS: Please Forward Applications To: The Acting District Director, ILembe Health District Office, Private Bag x10620, KwaDukuza 4450
FOR ATTENTION: Human Resource Section
NOTE: Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ILE02/2019.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE: 22 November 2019
POST 40/86: OPERATIONAL MANAGER PRIMARY HEALTH CARE STREAM REF NO: UMG01/28/19 (X1 POST)

SALARY: R562 800 – R633 432 per annum Plus 8% Rural allowance Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional (Employee must meet prescribed conditions)
CENTRE: Umgungundlovu District Office: Component: Nxamalala Clinic
REQUIREMENTS: Diploma/Degree in General Nursing and Midwifery plus one year diploma in PHC Current Registration with SANC as general Nurse and Primary Health Care Nurse A minimum of 9 years recognizable nursing experience after registration as professional nurse with SANC in General Nursing of which 5 Years must be recognizable experience after obtaining one year post basic qualification in primary Health Care. Computer literacy with a proficiency in MS Office Software applications Code 8 Drivers licence Proof of current and previous work experience endorsed by the employer must be attached. Knowledge, Skills, Training and Competencies required: - Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice. Good communication skills. Good interpersonal skills, Team building and supervisory skills.
DUTIES: Assist in planning, organising and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including. Monitor Provision of quality comprehensive service delivery at emergency unit. Participate actively in Operation Sukuma Sakhe programme. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and multidisciplinary team. Monitor safe patient service and improve client satisfaction.
Participate in the attainment of National Core Standards. Contribute to the realization of Ideal Clinic (ICRM) status. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Financial Management Policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits. Ability to supervise Medical and Surgical emergencies and refer appropriately. Monitor implementation of PHC Re-Engineering. Monitor implementation and performance on indicators on daily, weekly and monthly basis; provide feedback to management, analyse data and draw up quality improvement plan and implementation plan.

Exercise control of discipline and any other Labour Related issues in terms of laid down procedures. Ensure compliant management is functional in the Clinic. Ensure functionality of the Clinic committee programme so that community involvement and participation is achieved.

ENQUIRIES: Mrs Na Mbana Tel No: (033) 395 4340
APPLICATIONS: All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg 3200 or Hand Deliver to: 171 Hoosen Haffejee Street (Burg street).
FOR ATTENTION: Human Resource Department
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, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. Note: Preference will be given to African Males.
CLOSING DATE: 22 November 2019
POST 40/87: OPERATIONAL MANAGER NURSING- PHC REF NO: MBO 08/2019 (X1 POST)
Re-Advertised (Those who had previously applied are also encouraged to apply)
SALARY: R562 800 – R633 432 per annum
CENTRE: Samungu Clinic
REQUIREMENTS: Senior certificate (Grade 12), Degree/Diploma in General Nursing and Midwifery. One year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Current registration with SANC. A minimum of 9 (nine) years recognizable experience in nursing after registration with SANC in General Nurse with SANC in General Nursing and Midwifery of which five (5) years must be recognizable experience after obtaining one (1) year post basic qualification in Primary Health Care. Certificate of service stamped and signed by the Human Resource Department must be attached. A valid driver’s licence Proof of current and previous experience written by the Supervisor: Knowledge, Skills, Training and Competencies required: Knowledge and insight into nursing process and procedures. Knowledge of nursing statutes and other relevant Public Services Act/ legislations. Decision making and problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and
implement Batho Pele principles. Supervisory and analytical thinking skills. Stress tolerance, flexibility, empathy and ability to communicate constructively. Disaster management skills. Team building and supervisory skills.

**DUTIES**: Provide quality management and professional leadership ensuring that the clinic is organized and covered with Professional staff. To provide quality patient care. Provide effective supervision in the implementation of nursing standard, policies, SOPs and procedures. Manage utilization of resources including human material and financial to enhance service delivery. Exercise control of discipline, grievance and any other labour related issues of laid down procedures. Maintain client satisfaction through monitoring and setting of service standards. Implement and monitoring National Core Standards, Ideal Clinic. Implement EPMDS. Advocate for patients in facilitating proper treatment care and adherence to patient rights charter and Batho Pele principles. Ensure to keep accurate records. Compile unit statistics monthly. Attend OSS. Work as a part of multidisciplinary team to ensure good nursing care. Provide direct and indirect supervision of all staff within the clinic and give guidance. Demonstrate an understanding of Human Resource and Financial Management policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits. Monitor implementation and performance of indicators on daily, weekly and monthly basis, provide feedback to management. Analyse data and draw up quality improvement plan and implementation plans. Exercise control of discipline and any other labour related issues in terms of laid down procedures. Ensure complaint management is functional in the clinic. Ensure functionality of the clinic committee programme so that the community involvement and participation is achieved. Conduct clinic open days. Monitor and evaluate HR performance through EPMDS for all relevant staff. Implement 90 90 90 project. Monitor implementation of youth friendly services.

**ENQUIRIES**: Mrs WN Magagula Tel No: (035) 4766242 ext. 204

**APPLICATIONS**: All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital.

**NOTE**: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driving Licence – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

**CLOSING DATE**: 22 November 2019
POST 40/88 : CLINICAL NURSE PRACTITIONER (OLIVIERSHOEK CLINIC) REF NO: EMS/17/2019
Re-Advertise (Those who apply before may re-apply)

SALARY : R383 226 per annum. Other benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements) plus 8% Rural allowance.

CENTRE REQUIREMENTS : Emmaus Hospital
Grade 12/Standard 10. Basic R425 Qualification (i.e. Degree/Diploma) in General Nursing and Midwifery. Registration certificate with the South African Nursing Council (SANC) as a Professional Nurse in General Nursing and Midwifery. Post Basic Diploma in Clinical Nursing Science, Health assessment, Treatment and Care (PHC) with a duration of at least ONE (1) Year in Clinical Nursing Science, Health assessment, Treatment and Care (PHC). Current registration certificate with the SANC as a General Nurse and Primary Health Care. SANC Receipt (2019). Knowledge & Skills: Relevant legal framework such as Nursing Acts, Mental Acts, OH&S Acts, Batho Pele and Patients' Rights Charter, Labour Relation Act, Grievance procedure etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling. Demonstrate understanding of legislation, related legal and ethical nursing practice with a PHC environment. Work as a part of a multi-disciplinary team to achieve vision of the facility. Report writing and time management. Ability to provide mentoring and couching to her/his supervisees. Good communication and interpersonal skills. Ability to work under pressure. Knowledge of National Core Standard, six key priorities and seven domains. NIMART training will be an advantage.

DUTIES : Co-ordination of optimal, holistic specialized nursing care provided within the workplace. Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account. Ensure Batho Pele principles are implemented. Responsible for screening, diagnosis and management of patient at PHC level. Actively participate in Outreach Campaigns. Implement infection prevent and control policies and guidelines. Ensure efficient and economical utilization of all resources. To promote youth friendly services. Effective data management. Ensuring 90/90/90 strategy is implemented. Attend stakeholders Meeting including OSS.

ENQUIRES APPLICATIONS : Ms D.Z. Hlongwane Tel No: (036) 488 1570 (ext 8312)
Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.

FOR ATTENTION NOTE : Human Resource Manager
Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV and certified copies of qualification certificates, service certificate including ID and driver’s license (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling Allowance will be paid for interview attendance.

CLOSING DATE : 22 November 2019 at 16:00
POST 40/89 : PROFESSIONAL NURSE SPECIALTY: ADVANCED WIDMIFERY AND NEONATAL GR 1 OR 2 REF NO: OTHO CHC 17/2019 (X1 POST)

SALARY : Grade 1: R383 226 per annum (OSD)
Grade 2: R471 333 per annum (OSD)
Other Benefits: 13th Cheque, 12 % rural allowance, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)

CENTRE : Othobotini CHC (Jozini)

REQUIREMENTS : Senior Certificate/STD 10/Grade12. Basic R425 qualification (diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science accredited with SANC. Proof of current registration with SANC (2019). Knowledge of Public Service Act, regulations and policies. Knowledge of nursing care processes, and procedures, nursing statutes and other relevant legal frameworks. Demonstrate an in depth understanding of Nursing Legislation and related legal and ethical practices. Good communication (verbal and written), leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patient’s Rights Charter, Code of Conduct. Planning and organising skills. Team building and diversity management skills. Empathy. Counselling skills. Willingness to work shifts, night duty, week-ends and Public holidays and extended hours where need arises. Proof of current and previous experience endorsed and stamped by HR (Certificate of Service) Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing and Midwifery. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining a 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science are accredited with SANC.

DUTIES : Perform specialised clinical nursing practice in accordance with the scope of practice and nursing standards. Implement advanced knowledge and skills in managing high risk patients in the Maternity and MCWH units. Participate in the implementation of service delivery policies and procedures in relation to health programmes to ensure that they conform to the District Health Services delivery strategies. Improve perinatal mortality and morbidity through implementation of priority programmes, participating in quality improvement programmes. Support and facilitate the implementation of strategies that reduce morbidity and mortality, and strengthen implementation MCWH Programme as per national and provincial guidelines. Diagnose and manage obstetric emergencies and work with the Medical team to manage these emergencies e.g. Eclampsia, APH etc. Identify high risk clients during ante-partum and post-partum periods, manage them or refer them according to policies and protocols. Participate in the development of mission and vision and objectives for obstetric unit, including the development, implementation and review of obstetric procedures and protocols. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Work as part of the multi- disciplinary team to ensure quality healthcare for clients visiting the facility. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients’ needs and expectations according to Batho Pele Principles and Patients’ Rights Charter. Create and maintain complete and accurate patient records and registers and actively participate in institutional quality improvement initiatives e.g. NCS, ICRM, PEC etc. Provide adequate health education, awareness and be involved in campaigns. Utilise and manage cost effectively all resources allocated to the unit for optimum service delivery. Advocate for the Nursing Profession by promoting professionalism and nursing ethics within and without the institution. Collect, analyse and
interpret data for use to improve quality service delivery. Maintain clinical and professional growth by attending trainings and workshops so that scientific principles of nursing are implemented; assisting with training, mentoring and coaching staff to impart skills and knowledge for improved quality of care.

ENQUIRIES:
Ms N.I. Mthethwa Tel No: (083) 2043264

APPLICATIONS:
Please forward applications quoting reference number to: The Human Resources Manager, Othobothini CHC, Private Bag X 012, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.

NOTE:
Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za. No faxed or e-mailed applications will be accepted. Certified copies of ID, Std 10 certificate, educational qualifications, where experience is required a confirmation letter of relevant experience from the employer on an official letterhead (not certificate of service) must be submitted together with your CV. People with disabilities should feel free to apply. Applicants in possession of foreign qualifications must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA). Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful. The Employment Equity Target for this post is African Male.

CLOSING DATE:
22 November 2019

POST 40/90:
CLINICAL NURSE PRACTITIONER (PRIMARY HEALTH CARE STREAM
REF NO: UMG01/27/19 (X1 POST)

SALARY:
Grade 1: R383 226 - R444 276 per annum Plus 8% rural allowance
Grade 2: R471 333 – R579 696 per annum Plus 8% rural allowance
Benefits: 13th Cheque, home owner's allowance, and Medical aid optional
(Employee must meet prescribed conditions)

CENTRE:
Umgungundlovu Health District: Component: Ndaleni Clinic

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

DUTIES:
Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Administrative service such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level
of expertise and assist patients and families to develop a sense of self care. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients’ needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at Primary Health Care facilities. The incumbent will be expected to work overtime and extended hours.

ENQUIRIES

APPLICATIONS

FOR ATTENTION

NOTE

ENQUIRIES : Mrs Na Mbana Tel No: (033) 395 4330
APPLICATIONS : All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg 3200 or Hand Deliver to: 171 Hoosen Haffejee Street (Burg street).
FOR ATTENTION : Human Resource Practices
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s 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, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department will not be liable where applicants use incorrect. Note: Preference will be given to African Males

CLOSING DATE : 22 November 2019
POST 40/91 : PROFESSIONAL NURSE SPECIALTY (ADVANCED MIDWIFERY) REF NO: GJC 07/2019 (X1 POST)

SALARY : R383 226 per annum. Other Benefits: 13th cheque, Rural allowance 12% of annual salary, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
CENTRE : GJ Crookes Hospital – Umzinto Clinic
REQUIREMENTS : Grade 12 (senior certificate). Current SANC receipt (2019). Diploma/Degree in General nursing and midwifery plus 1 year post basic qualification in Advanced Midwifery. Current registration with SANC as a General Nurse and Advanced Midwife. A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing, Midwifery. Knowledge: Knowledge of Nursing Care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, Occupational Health and safety Act, Batho Pele Principles, Patients’ Rights Charter, Labour Relations Act. Leadership, organizational skills, decision making skills and problem solving skills. Good communication and interpersonal skills. Basic computer skills.
DUTIES : Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Work as part of the multi-disciplinary team to ensure good nursing care at primary health care level. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients’ needs and
expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at primary health care facilities. Diagnose and manage obstetric emergencies in the absence of a doctor i.e. Eclampsia, APH etc. Identify high risk clients during ante-partum and post-partum periods manage them or refer them according to policy. Develop mission and vision and objectives for obstetric unit. Develop, implement and review obstetric policies and procedures. Facilitate facility perinatal Mortality review or meetings. Know South African Nursing Council rules and regulations pertaining to obstetrics.

ENQUIRIES:
Dr. B Shange Tel No: (039) 978 7001

APPLICATIONS:
should be posted to: The Acting Human Resource Manager, GJ Crookes Hospital, Private Bag X5501, Scottburgh, 4180.

FOR ATTENTION:
Mr. JL Majola

NOTE:
Application for Employment Form (form Z83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za. Certified copies of educational qualifications – not copies of certified copies, curriculum vitae, certified copy of Identity Document, certified copy of driving licence. The reference number must be indicated in the column provided on the Z83. The appointment is subject to the positive outcome obtained from the NIA to the following checks: (security checks, Credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications received, applications will not be acknowledged, however, please be informed that if no notification of appointment is made within three months of the closing date applicants should accept that their application was unsuccessful.

CLOSING DATE:
22 November 2019 at 16h00