ANNEXURE R

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF HEALTH

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

OTHER POSTS

POST 41/211

HEAD: CLINICAL UNIT (MEDICAL) GRADE 1 (INTERNAL MEDICINE) REF NO: PMMH/HCU/IM 01/2019 (X1 POST)

Re-Advertised

SALARY

Grade 1: R1 728 807 – R1 834 890 per annum. All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable Rules Other Benefits In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply)/the incumbent in the post would be required to enter into a performance contract for commuted overtime.

CENTRE

Prince Mshiyeni Memorial Hospital – Internal Medicine

REQUIREMENTS

Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist or a recognized sub-specialty (Internal Medicine). Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal specialty (Internal Medicine) or in a recognized Sub-specialty. Proof of current registration as a Medical Specialist with HPCSA. Experience: Head: Clinical Unit (Medical) Grade 1: A minimum of three (3) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal specialty or in a recognized Sub-Specialty. NB: There is no direct appointment to Grade 2. To progress from Grade 1 to 2 is through grade progression only.

Knowledge, Skills, Training and Competencies

Sound knowledge and skills as associated with the practice of Internal Medicine. Ability to diagnose and manage common medical problems including emergencies. Demonstrate the ability to work as a part of a multidisciplinary team. Good communication, leadership, interpersonal and decision making qualities. Knowledge of current Health Legislation and policies at Public Institutions. Knowledge and skill of handling of staff wellness and labour relation issues.

DUTIES

Assist Senior Medical Manager for the rendering quality service of medical department. Manage and supervise the internal medicine department. Liaise with the University of KZN for teaching, training and clinical service in KZN. Participate and supervise specialized clinics. Provide quality in-patient and out-patient clinical services. Supervise and participate in both undergraduate and post-graduate trainings. Maintain clinical, professional and ethical conduct. Administrative responsibilities. Provide and supervise effective and efficient specialist consultant care at a regional level within the scope of acceptance and current practices in order to facilitate optimal health care provision. Training staff and promote on-going staff development in accordance with individual and departmental needs Maintain satisfactory clinical, professional and ethical standards in the department. Performance of overtime duties is a requirement (after hours and weekends).

ENQUIRIES

Dr M Aung Tel No: (031) 907 8304/8317

APPLICATIONS

Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mbeni, 4060.

FOR ATTENTION

Mrs TZ Makanya

NOTE

NB: Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE

29 November 2019

POST 41/212

CLINICAL MANAGER GRADE 1 REF NO HGHD 11/ 2019

Directorate: Paeds

Re-advert Candidates who previously applied must re-apply

SALARY

Grade 1: R1 173 900 – R1 302 849 per annum (All-inclusive package) plus Rural allowance on a claim basis.

CENTRE

Harry Gwala Health District Office – (District Specialist Team)

REQUIREMENTS

Appropriate qualification i.e. MBChB Degree plus registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner; PLUS Current registration with the relevant professional statutory body (HPCSA);
DUTIES:
General: Represent own specialist discipline as a member of a District Clinical Specialist Team responsible for the delivery of quality health care for mothers, newborns and children at all levels within a health district. Promote equitable access to an appropriate level of care for all mothers, newborns and children throughout the district. Maintain personal competency in own clinical discipline whilst ensuring that no more than 10-20% of time is spent on clinical care at the regional or tertiary hospitals is optional. Support Service Delivery: Support clinics, community health centres and district hospitals with all aspects of service delivery related to own specialist discipline. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines. Provide Education and Training: Facilitate and participate in the development, training and mentorship under post-graduate medical, nursing and allied health professionals; this may require involvement with local academic training institutions. Support Health Systems and Logistics: Work with the district management team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care. Monitor and Evaluate Services: Initiate, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meeting) practitioner (e.g. infection control) and the organisation (e.g. performance reviews). Initiate, support and participate in the clinical audits and quality improvement cycles. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate support and participation in relevant research: this may require involvement with local academic training institutions. Collaborate, Communicate and Report Effectively: Foster effective teamwork and collaborate within the district Specialist team. Enable engagement with the local community and relevant non-government organisations. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Support Organisational Activities: Assist with strategic and operational planning of services in the district and/or catchment area of the regional. Assist with the co-ordination and supervision of discipline related services within the district. Assist with the recruitment and management of relevant human resources.

ENQUIRIES:
All enquiries must be directed to Mrs. GLL Zuma: District Director Tel No: (039) 834 8200.

APPLICATIONS:
Applications must be directed to: Att Mr. ZN Dotyeni, Assistant Director: HRM, Harry Gwala Health District Office, Private Bag x502, Ixopo, 3276 or Hand delivers to: 111 Main Street, Ixopo under KFC building, Room 99, District office.

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, 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. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representativity at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g. ref HGHD 11/2019. 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. And only shortlisted candidates will be advised of the outcome of interview. Please Note that Due To Financial Constraints, There will be no payment of S&T Claims covering transport fees to the interview venue. Persons with disability are encouraged to apply.

**CLOSING DATE**: 29 November 2019

**POST 41/213**: CLINICAL MANAGER GR 1 REF NO: HGHD 12/2019

Directorate: Family Medicine

Re-Advert: Candidates who previously applied must re-apply

**SALARY**: Grade 1: R1 173 900 – R1 302 849 per annum (All-inclusive package) plus Rural allowance on a claim basis.

**CENTRE**: Harry Gwala Health District Office – (District Specialist Team)

**REQUIREMENTS**: Appropriate qualification i.e. MBChB Degree plus registration with the Health. Professions Council of South Africa (HPCSA) as a Medical Practitioner; PLus Current registration with the relevant professional statutory body (HPCSA); PLUS At least 6 years’ experience after registration with HPCSA as a Medical Practitioner. It would be required of the successful candidate to sign a performance agreement. Non- South African citizens who are not permanent residents will be considered for an annual renewable contract and will be responsible for providing proof of verification of qualifications. Unendorsed valid Code B driver’s license (code 08). Competencies: Knowledge: Own clinical discipline. Relevant legislation, regulations and policies. Quality assurance and improvement programmes. Programme planning, and evaluation. Information management, Human resources and financial management. Skills: Leadership. Communication, Problem solving, Computer literacy, Behavioural Attributes: Stress tolerance. Self-confidence. Objective. Ethical. Empathetic.

**DUTIES**: General: Represent own specialist discipline as a member of district clinical specialist team responsible for the delivery of quality health care at all levels within Harry Gwala health district. Promote equitable access to an appropriate level of care through coordination of quality, regular and reliable medical services in the PHC clinics and Community Health Centre for Harry Gwala Health District. Provide supervision and support to Medical officers, sessional doctors, community service doctors and PHC nurse practitioners. Provide technical advice and support to District Director and District Management team. Conduct quality improvement and Audit programs. Contribute to training and development programs in the district especially IMCI and PHC etc. Ensure maintenance of optimal referral patterns, clinical protocols and medical processes within the District, based on epidemiological research, disease profiles and community needs. Ensures effective and active participation in Clinical Governance meetings in the District. Consult personally as a Family Physician in the PHC clinics and Community Health Centre. Working with Multidisciplinary District Health management and Health Care team. Foster effective teamwork and collaborate within the district specialist team. Enable engagement with the local community and relevant non-government organisations. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Assist with strategic and operational planning of services in the district and/ or catchment area of the regional. Assist with the co-ordination and supervision of discipline related services within the district. Assist with the recruitment and management of relevant human resources.

**ENQUIRIES**: All enquiries must be directed to Mrs. GLL Zuma: District Director. Tel No: (039) 834 8200.

**APPLICATIONS**: Applications must be directed to: Att: Mr. ZN Dotyeni: Assistant Director: HRM, Harry Gwala Health District Office, Private Bag x502, Ixopo, 3276 or Hand delivers to: 111 Main Street, Ixopo under KFC building, Room 99 of the District office building.
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, 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. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representativity at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g. ref HGHD 12/2019. 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. And only shortlisted candidates will be advised of the outcome of interview. Please note that due to financial constraints, there will be no payment of S&T Claims covering transport fees to the interview venue.

CLOSING DATE: 29 November 2019

POST 41/214

MEDICAL SPECIALIST - (GRADE 1, 2, 3) REF NO: GS 78/19

Component – Internal Medicine

SALARY:
Grade 1: R1 106 040 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.

Grade 2: R1 264 623 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.

Grade 3: R1 467 651 per annum package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.

CENTRE: Greys Hospital, PMB Metropolitan Hospitals Complex

REQUIREMENTS:
MBChB or equivalent, FCP (SA) or equivalent. Current Registration with HPCSA as a Specialist in Internal Medicine by the time of appointment. Grade 1: Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. Grade 2: Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. Grade 3: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. Recommendations: MMed or MMed(Sci) Experience or interest in a medical subspecialty Knowledge, Skills, Training And Competency Required: Competent general medical skills, appropriate for the level of a specialist in Internal Medicine; Ability and willingness to develop skills in various Internal Medicine subspecialties based on operational need and where possible, based on vocational interest Ability and willingness to supervise and train junior staff, undergraduates, postgraduates, ancillary and nursing staff. Ability to apply public sector and health sector legislation, medical ethics and research ethics. Ability and willingness to participate in information management, quality assurance programmes, human resource management and financial and equipment management of relevant resources as appropriate to the post.

DUTIES:
Clinical Duties: Manage the Greys Medical Acute Ward and General Medicine patients. Manage internal and external referrals to Greys General Medicine Supervise the interdisciplinary triage and management of Internal Medicine patients. Assist or manage subspecialty services when required. Where possible, vocational interest will be supported. Participate in the after-hours Internal Medicine service as required by operational need Perform outreach services in Area 2. This may include periods of rotation to Edendale Hospital Academic Duties - Supervision and training of undergraduates, postgraduates, interns, medical officers and allied health care personnel. This includes: Outpatient clinics, ward rounds, clinical bedside and procedural teaching...
Formal tutorials, lectures and assessments Participation in the departmental academic and clinical meeting programs Assisting with administration related to academic activities Research supervision Administrative and managerial responsibilities: Assist with departmental clinical service administration Assist in development of clinical protocols for the Internal Medicine service Participate in departmental audits and quality assurance programs Any other duties as assigned by the Head of Department.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE
Dr K. Rasmussen Tel No: (033) 897 3289
Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
Mrs M. Chandulal
Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 78/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). Note: The incumbent will be primarily based at Greys Hospital but will be expected to provide support and services for Area Two as directed by the Head Clinical Department of Internal Medicine in the following spheres.

CLOSING DATE
POST 41/215
FOR ATTENTION
NOTE
29th November 2019
MEDICAL SPECIALIST FAMILY PHYSICIAN (GR1, 2, 3) REF NO: OSI M/O 04/2019 (X1 POST)

SALARY
CENTRE
REQUIREMENTS

Grade 1: R 106 040 per annum
Grade 2: R 264 623 per annum
Grade 3: R 467 451 per annum

Osindisweni District Hospital, Verulam
Minimum Requirements: Senior Certificate STD 10/Grade 12, MBCHB Degree or equivalent qualification, Plus Appropriate qualification that allows for registration with the Professional Council of South Africa (HPCSA) as a medical Specialist in Family Medicine. Foreign applicants must attach the police clearance and SAQA verification for foreign qualification. Plus Current registration with HPCSA as a Medical Specialist in Family Medicine. Experience: Grade 1: No experience required. Grade 2: Minimum of 5 years’ experience after registration with HPCSA as a Medical Specialist. Grade 3: Minimum of 10 years after registration with HPCSA as a Medical Specialist. Plus Certificate of service for previous and current work experience endorsed and stamped by HR Office must be attached.

DUTIES

Provide safe, ethical and high quality care through the development of standards and risks assessment in the area of clinical and customer care (patient perspective). Provide a full package services including commuted overtime. Develop, maintain and audit correct implementation of clinical protocols and guidelines, implement and maintain an 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 Medical Manager. Ensure compliance with National Core Standards. Participate in the continued medical education programme in the Institution. Manage EPMDS of the junior staff. Participate in the extended management activities. Develop,
implement and monitor quality improvement programmes. Ensure a functional referral system. Clinical teaching of Interns Doctors and Clinical Associates students. The incumbent should have comprehensive knowledge of the specialty Discipline. Competence in the clinical evaluation of patients, interpretation of special investigation within the Departmental discipline. Assist the Medical Manager in the development of management protocols/policies for departmental discipline. Assist the Medical Manager to ensure an optimal delivery of services within the Institution. Partake in outreach programmes of the Department of Health. Successful candidate is expected to perform Committed Overtime.

ENQUIRIES
APPLICATIONS
CLOSING DATE
POST 41/216
SALARY
CENTRE
REQUIREMENTS
DUTIES

Dr O. Francis Tel No: (032) 541 9269
Applications to be forwarded to: The Acting Chief Executive Officer, Osindisweni District Hospital, Private Bag X15, Verulam, 4340.
29 November 2019
MEDICAL SPECIALIST GRADE 1/2/3: PAEDIATRICS (PMB METROPOLITAN HOSPITALS COMPLEX) REF NO: MED 52/2019 (X3 POSTS)
Grade 1: R1 106 040 – R1 173 900 per annum
Grade 2: R1 264 623 - R1 342 230 per annum
Grade 3: R1 467 651 – R1 834 890 per annum
All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Committed Overtime (performed within the metropolitan). Day time duties performed at Edendale Hospital will be credited with 18% Inhospitable Area Allowance.
Edendale Hospital
Grade 12 Certificate, MBCHB OR equivalent qualification, Plus FC Paeds (SA) OR equivalent, Registration certificate with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics OR as a registrar in Paediatrics, Current practice with the HPCSA as a Medical Specialist (2019-2020). N.B. Those candidates who have completed and are completing requirements (i.e. signed Form 57 on MMed, Part 1 & Part 2 CMSA exams) may apply for the post on the understanding that appointment to the post can only be made after they have received registration from the HPCSA as a medical specialist in Paediatrics (independent practice). Experience Required: Grade 1: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA. Foreign candidates require 1 year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Grade 2: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 5 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. A certificate of service obtained from the HR Department must be attached. Grade 3: Appropriate Qualification in the relevant discipline that allows registration as a Medical Specialist with HPCSA plus 10 years after registration with the HPCSA as a Medical Specialist. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. A certificate of service obtained from the HR Department must be attached. Recommendation: Three (3) years' or more experience as a Paediatrician will be an advantage. Sub-specialist qualifications in line with current disease burden and resources will be an advantage.
(Will cover clinical skills, performance, training, research and supervision & support). Participate in the provision of 24-hour in- and outpatient Paediatric clinical care within the Pietermaritzburg Metropolitan Hospitals Complex (Grey’s and/or Edendale Hospital) as deemed necessary for patient care. Participate in the departmental Outreach program to the catchment area. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the supervision and support of registrars, medical officers, CSOs and interns in the department. Participate in the departmental academic and training programme/s. Assist with the administration of a component of the Paediatric department in Pietermaritzburg. Participate in the departmental activities for the development and training of undergraduate, post graduate and vocational students,
including joining the University of KwaZulu-Natal (UKZN) as a member of the Faculty of Health Sciences, School of Clinical Medicine, Department of Paediatrics & Child Health. Assist and participate in research activities as defined within the department. Specialist or Sub-specialist medical knowledge, skills & competence in Paediatrics and child health. Current health and public service legislation, regulations and policy. Medical ethics, epidemiology, research and statistics. Medical education training and experience. Research publications, research knowledge, skills & competence.

ENQUIRIES

APPLICATIONS

FOR ATTENTION

NOTE

ENQUIRIES

APPLICATIONS

FOR ATTENTION

NOTE

CLOSING DATE : 29 November 2019

POST 41/217 : MANAGER NURSING (LEVEL 3 HOSPITAL) (MIDWIFERY DISTRICT SPECIALIST) REF NO: HGHD 10/2019

CENTRE : Harry Gwala Health District Office

REQUIREMENTS : A basic qualification (i.e. diploma/degree in nursing) or an equivalent that allows registration with South African Nursing Council (SANC) as a Professional Nurse, plus a post basic nursing qualification with a duration of at least 1 (one) year accredited with the SANC in a relevant speciality; plus a minimum of 10 (ten) years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General nursing; at least 6 six years of the period referred to above must be appropriate/recognizable experience in the speciality after obtaining the 1 one year post basic qualification advance midwifery. At least 4 (four) years of the above must be appropriate/recognizable experience at management level. Competencies: Knowledge: Own clinical discipline. Relevant legislation, regulations and policies. Quality assurance and improvement programmes. Programme planning, and evaluation. Information management, Human resources and financial management. Skills: Leadership. Communication, Problem solving, Computer literacy. Behavioural Attributes: Stress tolerance. Self-confidence. Objective. Ethical. Empathic.

DUTIES : General: Represent own specialist discipline as a member of a District Clinical Specialist Team responsible for the delivery of quality health care for all mothers, new-borns and children at all levels within a health district. Promote equitable access to an appropriate level of care for all mothers, new-borns and children throughout the district. Maintain personal competency in own clinical discipline. Support Service Delivery: Support clinics, community health centres and district hospitals with all aspects of service delivery related to own specialist discipline. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Provide Education and Training: Facilitate and participate in the development, training and mentorship under post-graduate medical, nursing and allied health professionals; this may require involvement with local academic training institutions. Support Health Systems and Logistics: Work with the district management team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care. Monitor and Evaluate Services: Initiate, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meeting)
practitioner (e.g. infection control) and the organisation (e.g. performance reviews). Initiate, support and participate in the clinical audits and quality improvement cycles. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate support and participation in relevant research: this may require involvement with local academic training institutions. Collaborate, Communicate and Report Effectively: Foster effective teamwork and collaborate within the district Specialist team. Enable engagement with the local community and relevant non-government organisations. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Support Organisational Activities: Assist with strategic and operational planning of services in the district and/ or catchment area of the regional. Assist with the co-ordination and supervision of discipline related services within the district. Assist with the recruitment and management of relevant human resources.

ENQUIRIES : All enquiries must be directed to Mrs. GLL Zuma: District Director: Tel No: (039) 834 8200.

APPLICATIONS : Applications must be directed For: Att: Mr. ZN Dotyeni: Assistant Director: HRM, Harry Gwala Health District Office, Private Bag X502, Ixopo, 3276 OR Hand delivers to: 111 Main Street, Ixopo under KFC building, Room 99, District office.

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, 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. This department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g. ref HGHD 10/2019. 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. And only shortlisted candidates will be advised of the outcome of interview.

CLOSING DATE : 29 November 2019

POST 41/218 : ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: COSH 11/2019 (X1 POST)

SALARY : R897 936 - R1 042 095 per annum (all-inclusive package consists of 70% basic salary and 30% flexi portion) Plus Rural Allowance (17% of basic salary).

CENTRE : Church of Scotland Hospital

REQUIREMENTS : Matric/Senior Certificate/Grade 12 Bachelor Degree in Pharmacy Registration certificate with South African Pharmacy Council (SAPC) as a Pharmacist Proof of current registration with SAPC as a Pharmacist (registration card plus proof of payment of annual fees for 2019/ receipt) Minimum of five (5) years’ experience after registration with SAPC as a Pharmacist. Valid unendorsed driver’s license- Certificate of Service to prove current and previous work experience endorsed by Human Resource. Recommendations: Minimum of one (1) year supervisory experience in the Pharmacy environment. Knowledge, Skills, Training and Competencies: Knowledge of public sector pharmacy, as well as relevant acts, regulations, District Health System, EML, Good Pharmacy Practice, policies and procedures, the National Drug Policy Sound understanding of Procurement reforms and the CCMD program Sound knowledge of legislation relating to pharmaceutical practice in South Africa Sound knowledge of the District Health System and National Drug Policy Good
communication, leadership, motivational, decision-making, team-building, ethics, operational, professional and supervisory skills. Knowledge of the principles, functioning and operation of a PTC and Anti-Microbial Stewardship. Knowledge of Human Resource Management, staff training and development and financial management. Commitment to service excellence, together with innovative and analytical thinking based on sound ethical and legal principles. Effective, planning, organisational, managerial and interpersonal skills. Computer literacy, (MS Word, MS Excel, MS PowerPoint and Ms Outlook) as well as knowledge and experience in RX Solution.

DUTIES:
Supervise, oversee and manage the pharmaceutical services at the institution and surrounding clinics. Supervise and manage the provision, implementation and review of pharmaceutical management protocols, policies and procedures and ensure that they are in accordance with statutory regulations and guidelines. Support and Monitor adherence to National Core Standards for Quality Assurance in Pharmaceutical Services. Ensure that Standards for operating systems for prescribing and dispensing practice are maintained. Ensure that availability of medicines is in line with new standard treatment guidelines. Support Pharmacovigilance activities and develop systems for ADR reporting. Support Human Resource Development and training of Pharmacists, pharmacy support personnel and other health professionals. Implement inpatient Pharmaceutical Care services. Ensure effective and efficient Pharmaceutical budget & expenditure control. Monitoring the implementation of the Pharmacy Programs in the hospital. Conduct Pharmaceutical Audit and carry out Quality Improvement Plans. Ensure compilation and submission of statistics. Ensure the reviewing and implementation of departmental SOPs. Advocate and ensure promotion of Pharmaceutical Ethics and Professional. Work as part of a multi-disciplinary team and provide secretarial duties to the Pharmacy and Therapeutic Committee (PTC). Execute control over expenditure of pharmaceutical and related products. Provide a consultative pharmaceutical service to other health professional and patients.

ENQUIRIES:
Dr T. Kabwe Kapasula Tel No: (033) 4931000 Ext. No. 4126

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

FOR ATTENTION:
Mrs N.P. Sithole

NOTE:
Application must be submitted on the Application for Employment Form (Form Z.83) which is obtainable at any Government Department or from the website www.kznhealth.gov.za must accurately complete and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of Identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the posts. 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. None – RSA Citizens/Permanent Resident/Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks; security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 2 months after the closing date, they must accept that their applications were unsuccessful.

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

POST 41/219:
DEPUTY MANAGER NURSING (LEVELS 1 & 2 HOSPITAL) REF NO: N01/2019
Cluster: Nursing Services

SALARY:
R843 618 per annum (An all-inclusive salary package)

CENTRE:
Dr Pixley ka Isaka Seme Memorial Hospital

REQUIREMENTS:
Diploma/Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC). Registration with the SANC as Professional Nurse. A minimum of 9 years appropriate/recognisable
experience in nursing after registration as professional nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Unendorsed valid Code B driver’s license (Code 08). Knowledge, Skills, Training And Competencies Required.-The incumbent of this post will report to the Chief Executive Officer, and will be responsible to ensure that a holistic nursing care service is delivered to patients in a cost effective, efficient and equitable manner by Nursing Department of the institution including the overall management of nursing services (i.e operational, HR and Finance of the nursing department). Ensure compliance to professional and ethical practice. The ideal candidate must have an in depth knowledge and understanding of health related Acts, Regulations, Guidelines and other related policies such as: Nursing Act and Regulations Health Act, Code of Ethics. Professional Practice of the South African Nursing Council. Nursing Standard of Practice and Scope of Practice. Occupational Health and Safety Act. Mental Health Act. Knowledge and understanding of the legislative framework governing the Public Service include:- Skills Development Act, Public Service Regulations, Labour relations Act, Grievance Procedure, Disciplinary Code and Procedure. Good Communication Skills. Report writing skills. Facilitation skills.

Key Performance Areas:
- Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in interprofessional and multi-disciplinary teamwork that promote efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation.

ENQUIRIES : Ms Rt Ngcobo Tel No: (033) 940 2499
APPLICATIONS : Should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand Deliver to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower.

FOR ATTENTION : Mr NC Mbatha
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 thereon if 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 (criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

CLOSING DATE : 29 November 2019

POST 41/220 : MEDICAL OFFICER GRADE. 1, 2 OR 3 REF NO: EGUM 23/2019 (X2 POSTS)

SALARY : Grade 1: R821 205 – R884 670 per annum (All- Inclusive Packages):
Grade 2: R938 964 – R1 026 693 per annum (All- Inclusive Packages):
Grade 3: R1 089 693 – R1 362 366 per annum (All- Inclusive Packages)
Other Allowances: Rural allowance (18%), Commuted overtime (subject to prior approval)

CENTRE : Institution: E G & Usher Memorial Hospital
**REQUIREMENTS**: Matric or senior certificate. A tertiary medical qualification: MBCHB or equivalent. Proof of Current registration with the Health Professional Council of South Africa as an independent Medical Practitioner - In addition: **Grade 1**: One (1) year relevant experience after registration as a Medical Practitioner with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 2**: Five (5) years post registration experience as a Medical Practitioner. Six (6) years relevant experience after registration as a Medical Practitioner with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3**: Ten (10) years post registration experience as a Medical Practitioner. Eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. NB: Proof of experience endorsed and stamped by Human Resource (Service Certificate). Knowledge, Skills, Training and Competencies Required: Ability to diagnose and manage common medical problems including emergencies in all disciplines of medicine. Clinical knowledge and surgical skills as a generalist. Experience in Outpatients, Casualty and ward areas of a District Hospital. Good communication skills, leadership and decision making qualities. Management and organizational skills.

**DUTIES**: Manage patients presenting to district level OPD, In-patients services and Acute medical Emergencies. Ensure the provision of safe, ethical and high quality medical care. Manage and handle medicine and surgical emergencies, gynaecological and obstetrics, PHC coverage. Provide after hour’s medical service as per on call roster, including obstetric services. Manage and facilitate the formulation of medical service policies and procedures of the institution and ensure that these are in line with the current statutory regulations and code of ethics. Assist with the development, maintaining and updating of clinical protocols. Ensure that Clinical audits, Standard Treatment Guidelines and quality assurance initiatives are implemented. Participate in National Core Standards assessments, Infection Control, Ideal Clinic Realization and etc. Participate in Perinatal, Pippchip, information sharing meetings adverse events, complaints management, specimen gatekeeping and etc.

**ENQUIRIES**: DR. N. Dambuza Tel No: (039) 797 8100

**APPLICATIONS**: Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

**FOR ATTENTION**: Human Resource Department

The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2017 NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA/Permanent Residents/Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his
or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due To financial constraints, No S&T will be paid to candidates when attending the interviews.

CLOSING DATE
29 November 2019.at 16H00 afternoon

POST 41/221
MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 77/19 (X3 POSTS)
Component – Paediatrics Department

SALARY
Grade 1: R821 205 per annum
Grade 2: R938 964 per annum
Grade 3: R1 089 693 per annum
All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, with compulsory Commuted Overtime. Incumbents will have to sign the commuted overtime contract form.

CENTRE
GREYS HOSPITAL, PMB METROPOLITAN COMPLEX

REQUIREMENTS
MBCHB Degree or Equivalent qualification, Plus Current Registration with the Health Professions Council of South Africa as a Medical Practitioner in independent practice, Recommendation Prior clinical care experience in Paediatrics & Child Health will be considered as an advantage at short-listing.

Diploma in Child Health (will be an added advantage) Grade 1: Experience:
Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Applicants who are in the last few months of completing Community Service time may apply on the understanding that they can be appointed only after receiving full registration as a Medical Practitioner with the HPCSA. Priority will be applied to incumbent/s that are available immediately or sooner to maintain clinical services. Grade 2 Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Experience: 10 years’ experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa Knowledge, Skills and Experience: Relevant medical knowledge, with Paediatrics and Child Health focus Specific knowledge of Paediatric conditions Skills and competence at procedures and care in children Current health and public service legislation, regulations and policy Medical ethics, epidemiology and statistics.

DUTIES
(Will cover clinical care, scholarship, professionalism, clinical governance and administration & management.) Participate in the provision of in- and outpatient clinical care within the Paediatrics on a rotational basis at Greys', Edendale & Northdale Hospital. Assist with the maintenance of standards of care, clinical governance framework within the department Assist with the training & development AND supervision & support of CSOs, interns and students in the Department. (For those with requisite experience – Eg. Grade 2 & 3) Participate in the personal and departmental scholarship activities including mandatory attendance of the academic programme Support the departmental activities for the staff development and training of undergraduate, post graduate and vocational students Assist and participate in research activities/projects as defined within the department Assist with the administration and management of the Unit one is allocated to.

ENQUIRIES
Mrs K. Moses Tel No: (033) 897 3264

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

FOR ATTENTION
Mrs M. Chandulal

NOTE
Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies, c) Curriculum Vitae and certified ID copy NB: Failure to comply with the
above instructions will disqualify applicants. 2. The circular minute number /reference must be indicated in the column provided on the form Z83 e.g GS 77/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African males are encouraged to apply.

CLOSING DATE : 29 November 2019

POST 41/222 : MEDICAL OFFICER (GRADE 1, 2) REF NO: NDW /MED/05/19 (X1 POST)

SALARY : Grade 1: R821 205 – R884 670 per annum
          Grade 2: R938 964 – R1 026 693 per annum
          All-inclusive package consists of 70% basic salary and 30% flexible Portion that may be structured in terms of the applicable rules, Plus Compulsory Commuted Overtime. Additional Benefits Commuted Overtime; subject to approval. Rural allowances (18% of basic salary).

CENTRE : Ndwedwe CHC

REQUIREMENTS : Senior Certificate STD 10/Grade 12, MBCHB Degree or equivalent qualification, Plus Registration with Health Professional as a Medical Practitioner, Plus Current registration with HPCSA as a Medical Practitioner post-Community service, OR Foreign Workforce Management Programme (FWMP) approval from NDOH to register with HPCSA, Plus Police clearance and SAQA verification for foreign graduates. Proof of work experience for previous and current work experience endorsed and stamped by HR must be attached. Experience Medical Officer Grade 1 Registration with HPCSA as a Medical Practitioner. Foreign candidates require 01 year relevant experience after registration with a recognized foreign Health Professional Council, of whom it is not required to perform Community Services. Medical Officer Grade 2 Minimum of 5 years experiences after registration with HPCSA as a Medical Practitioner post- Community Service. Foreign candidates require 6 years experiences after registration with a recognized foreign Health Professional Council, of whom it is not required to perform Community Services. Certificate of service for previous and current work experience endorsed and stamped by HR office must be attached. Knowledge, Skills and Competencies Required: Ability to diagnose and manage common Medical and Surgical problems including emergencies in the major clinical disciplines. Surgical and Anaesthetics skills. Knowledge of current Health and Public service legislation, regulations and policies. Good communication, verbal, leadership, interpersonal skills. Teaching & Supervision skills. Ability to function as part of a multi-disciplinary team to District/Regional level. Ability to work under stressful conditions and maintain meaningful relationships with all relevant stakeholders.

DUTIES : Consultation, diagnosis and treatment of patients in outpatients, casualty, wards and clinics. Implementation of required standards of care, including treatment protocol and guidelines. Referral to higher levels of care when indicated. Participate in duty rosters. Performance of required administrative duties. Facilitation of staff training and on-going Medical Education. Outreach services to PHC clinics and mobile points. Collaboration with Medical Practitioners and other Health Care workers in neighbouring Health Institutions to promote an effective PHC and District Health service. NB: Community service doctors may also apply on the condition that their employment will be subject to the successful completion of community service. Commuted Overtime is compulsory.

ENQUIRIES : Dr O Ayeni; CEO/Medical Manager Tel No: (032) 532 3050

APPLICATIONS : should be forwarded to: The Chief Executive Officer, Ndwedwe CHC, Private Bag x 528, Ndwedwe, 4342.

FOR ATTENTION : Human Resource Manager

NOTE : Directions To Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable at any Government Department or from website www.kznhealth.gov.za. Certified copies of highest educational qualifications – not copies of certified copies. Certified copies of registration certificates where applicable and HPCSA receipts. Curriculum
Vitae. The reference number must be indicated in the column provided in the Z83, e.g. SAP2/2010. Due to the large number of applications we envisage to receive, applications will not be acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representation in all occupational categories in the department) “People with disabilities should feel free to apply” Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.

**CLOSING DATE**: 29 November 2019

**POST 41/223**: MEDICAL OFFICER (GR1, 2, 3) REF NO: OSI M/O 03/2019 (X2 POSTS)
Component: Medical and Surgical Services
Re-Advertisement: Candidates who apply before are free to re-apply

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

**CENTRE**: Osindisweni District Hospital, Verulam

**REQUIREMENTS**
Minimum Requirements: Senior Certificate STD 10/Grade 12, MBCHB Degree or equivalent qualification, Plus Current registration with HPCSA as a Medical Practitioner. Foreign applicant must attach Police clearance and SAQA verification for foreign qualification. Experience: 
- **Grade 1**: No experience required.
- **Grade 2**: Minimum of 5 years’ experience after registration with HPCSA as a Medical Practitioner. Certificate of service for previous and current work experience endorsed and stamped by HR Office must be attached.
- **Grade 3**: Minimum of 10 years after registration with HPCSA as a Medical practitioner. Certificate of service for previous and current work experience endorsed and stamped by HR Office must be attached. Recommendation: Community Service who’s their completion is December 2019 and will be able to obtain registration as a Medical Practitioner in 1st January 2020 are free to apply. South African citizen and Foreigners with permanent residence will be priority.

**DUTIES**
Consultation, diagnosis and treatment of patients in outpatients, casualty, wards and Clinics. Implementation of required standards of care, including treatment protocol and guidelines. Referral to higher levels of care when indicated. Participation in duty rosters. Performance of required administrative duties. Facilitation of staff training and on-going medical education. Collaboration with Medical practitioners and other Health Care workers in neighbouring health Institution to promote and effective District Health service. Successful candidate is expected to perform Commuted Overtime.

**ENQUIRIES**
Dr O. Francis Tel No: (032) 541 9269

**APPLICATIONS**
Applications to be forwarded to: The Acting Chief Executive Officer, Osindisweni District Hospital, Private Bag X15, Verulam, 4340.

**CLOSING DATE**: 29 November 2019

**POST 41/224**: MEDICAL OFFICER GR 1, 2, 3 REF NO: CJMH11/2019 (X2 POSTS)

**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
This inclusive package consists of 70% basic salary and 30% flexible portion. That can be structured in terms of applicable rules): Commuted overtime plus 22% rural allowance

**CENTRE**: C. J. M. Hospital

**REQUIREMENTS**
MBCHB or Equivalent. Proof of Current registration with HPCSA as a Medical Practitioner Experience
- **Grade 1**: One year experience after registration as a medical practitioner Community service medical officer completing community service by 31 December 2019 completion of community.
- **Grade 2**: Minimum of five years appropriate experience as a medical officer after registration with HPCSA. Grade 3: Minimum of ten years appropriate experience as a medical officer after registration with HPCSA Knowledge, Skills, Training and
Competencies Required Knowledge of health legislation and policies at public institution Excellent human, communication and leadership skills. Sound knowledge and clinical skills Good team building and problem solver Good research and presentation skills. Problem solving skills

DUTIES : Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients Provision of after-hours services to care for emergency cases. Provide medicine related information to clinical staff as may be required. Participate in communicable health programme and ensure the relevant patient. Statistics are maintained to facilitate proper decision making. Undertake on going care of individuals patient to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations, train and guide staff and health associated professionals. Liaise with emotional, social and physical aspects of disease. Provide preventive health interventions and measures to promote health.

ENQUIRIES : Dr. O. O. Dipeolu Tel No: (034) 271 6404
APPLICATIONS : The Chief Executive Officer Charles Johnson Memorial Hospital Private Bag X5503 Nqutu 3135.

FOR ATTENTION : Human Resource Manager
NOTE : Applications should be submitted on form Z83 from any Public Service Department Human Resource Department Or from the website www.kznhealth.gov.za. Certified copies of ID, Matric, highest educational qualifications and HPCSA registration – not copies of certified Copies. Current registration with HPCSA 2019. Updated Curriculum Vitae. Certified copy of certificates and service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. CJM 04/2019. Faxed documents will not be accepted. NB Failure to comply with the above instructions with the above instructions will results in disqualification. Please note that if you are not contacted within three months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPS (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews.

CLOSING DATE : 29 November 2019
POST 41/225 : MEDICAL OFFICER REF NO: KCHC MED 04/2019 (X2 POSTS)

SALARY : Grade 1: R821 205 per annum (All Inclusive Salary Package) excluding Commuted Overtime. Additional Benefit: Commuted overtime (compulsory) and 18% Rural Allowance

CENTRE : Kwa-Mashu Community Health Centre

REQUIREMENTS : Grade 1. No experience. Certified copy of Grade 12/Matric certificate or equivalent, Certified copy of MBCHB Degree, Certified copy of Registration certificate with HPCSA, Proof of current registration with HPCSA as a medical officer, Minimum of one (1) year relevant experience after registration with the HPCSA as a medical practitioner, Certificate of service to be provided (certified of service to be signed and stamped by HR section), Non South African citizen applicants need to have a valid work permit in compliance HRM Circular 49/2008 (obtainable from any KZN Health Department). Knowledge, Training, Skills & Competencies ' required Knowledge of the relevant Acts Policies and regulation administered by KZN DOH, Sound knowledge of HIV/AIDS management including current National guidelines, Sound knowledge of District and KZN Health Department, Sound clinical knowledge and experience, Good communication, leadership, decision-making, interpersonal skills, and computer literacy skills, Ability to manage conflict and apply disciplinary procedures.

DUTIES : Clinical responsibility including examine, investigate, diagnosis and oversee treatment of patients, Provision of quality patient centered care, Maintaining a high quality clinical service by providing regular-in service training for other clinical personnel. Maintain accurate and appropriate health records in accordance with the legal and ethical considerations and continuity of patient care. To manage critically ill patients appropriately and transfer them timely, Provide preventive health interventions and measures to promote health care, Undertake continuing medical education and professional development and study professional literature to keep abreast with current medical practice,
Performance of required administrative duties, Collaboration with medical practitioners and other health care workers in neighboring health institutions, Incumbent will rotate through the following departments: Paeds, Casualty, HAST unit, PHC and maternity, Perform duties in the ARV Clinic, Perform commuted overtime, Provide support to the Institution in ensuring an efficient standard patients care and service is maintained, Perform duties as delegated by supervisor, Examine diagnose and treat patients, in all wards, Emergency and non-emergency care patients.

ENQUIRIES
APPLICATIONS

ENQUIRIES
APPLICATIONS

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, Grade 12/Matric certificate or equivalent, 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 KCHC MED 04/2019. Please note that failure to comply with the above instructions will disqualify applicants. Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE

29 November 2019

POST 41/226

ASSISTANT MANAGER NURSING - PHC

REF NO: PMMH/AMN/PHC/14/2019 (X2 POSTS)

SALARY

R614 991 – R692 166 per annum Benefits: Home Owner Allowance (conditions apply) 13th Cheque (conditions apply) and Medical Aid (Optional) Inhospitable Area Allowance (8% of basic salary).

CENTRE

Prince Mshiyeni Memorial Hospital

REQUIREMENTS

Degree or Diploma in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a “Professional Nurse” A post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with SANC. Certificates of registration with SANC as a Professional Nurse and post basic qualification. Proof of current registration with SANC (2019). Experience: A minimum of ten (10) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least six (06) years of the period referred to above must be appropriate/recognizable experience after obtaining the one 1 year post basic qualification in Primary Health Care. At least three (03) years of the period above must be appropriate/recognizable experience at management level. Recommendation: Appropriate/recognizable supervisory/managerial experience in a nurse component; please attach proof endorsed by your HR Manager Proof of Computer literacy (MS Office suite) and Valid Driver’s License. Please provide all your certificate of service from previous and current employer endorsed and stamped by HR Department Knowledge, Skills Training And Competencies Required: Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing in the Public Services Knowledge of nursing care processes and procedures Appropriate understanding of Scope of Practice and nursing standards Thorough knowledge of quality assurance standards as directed by Negotiated Service Delivery Agreement, National Core Standards, Patient Rights Charter, Batho Pele Principles, Sound knowledge of Labour Relations Act Leadership, supervisory, organizing, decision making, problem solving abilities skills. Coordination and Report writing skills. Time and Conflict management skills. Personal attributes: responsiveness, professionalism, supportive, assertive
and must be a team player. Good communication and interpersonal skills and ability to function well within a team. Demonstrate a basic understanding of HR and Financial Policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery.

**DUTIES**: Manage, facilitate and co-ordinate provision of comprehensive package of service at PHC level, specialised nursing care, including priority programs and Quality Improvement Programs, in conjunction with a professional and legal framework. Assist and facilitate development Operational Plan, monitor the implementation and submit progress reports; Participate in clinical audits in the PHC under the establishment of PMMH and ensure implementation of the quality improvement plans supported by strong work ethics. Manage assets, consumables, and service effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area, maintain professional growth and ethical standards and participation in training and research. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Ensure Batho Pele principles, National Core Standards and ideal clinic priorities are implemented. Provide safe therapeutics environment that allows for practice of safe nursing care as laid down by Nursing act, Occupational and safety act. Ensure completion of accident/incident reports as they occur and timeous reporting Co-ordinate special projects and health promotion in line with the program goals of health calendar. Compile Monthly, Quarterly statistics and other reports. Maintain constructive working relationships with all stakeholders i.e. inter-professional, multi-disciplinary team. Maintain intersect oral collaboration with other Government structures and provide support to Sukuma Sakhe Activities Advocate and promote nursing ethos and professionalism in the clinic. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient.

**ENQUIRIES**: Ms No Masondo Tel No: (031) 240 5310

**APPLICATIONS**: to be forwarded to: The Deputy Director: HRMS Prince Mshiyeni Memorial Hospital; Private Bag X 07; Mobeni; 4060

**FOR ATTENTION**: Mr VM Phewa

**NOTE**: Due To Financial Constraints Currently Experience by the Department, Please Note that No S&T will be paid to candidates when attending the interviews.

**CLOSING DATE**: 29 November 2019

**POST 41/227**: OPERATIONAL MANAGER – PRIMARY HEALTH CARE REF NO: GJC 12/2019

**SALARY**: R562 800 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 – Dlangezwa Clinic

**REQUIREMENTS**: Grade 12. Current SANC receipt. Diploma/Degree in General nursing and midwifery plus 1 year post basic qualification in Primary Health Care. Current registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery of which at least 5 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Valid Code 08 drivers licence. Proof of current and previous experience endorsed by Human Resources Knowledge: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Negotiating, Interpersonal skills, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Basic Computer Skills.

**DUTIES**: Supervise and develop all practices and systems to deliver a comprehensive, integrated Primary Health Care for all sectors of the community. Ensure the development and review a community profile to ensure focused emphasis on the health promotion and prevention of diseases to provide community based activities for health promotion and disease prevention. Ensure the effective and efficient allocation of resources, including the development of staff, budgetary, procurement planning inputs and maintenance of the prescribed information
management system(s). Undertake monitoring and evaluation functions at the clinic and catchment area, ensuring verified data returns, analysis of data for local use and if required plan and implement corrective actions. Undertake comprehensive supervision of staff. Provide accurate reports to the District office. Deal with disciplinary issues, grievances and other labour issues including monitoring and managing absenteeism.

ENQUIRIES: Mr. SG. Ngcobo Tel No: (039) 978 7000
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: 29 November 2019 at 16h00
POST 41/228: OPERATIONAL MANAGER (MATERNITY) REF NO: NDW /OM/04/19 (X1 POST)
Re-Advertisement: Those who applied previously may re-apply

SALARY: Grade 1: R562 800 – R633 432 per annum Other Benefits: Medical aid (optional), housing allowance: employee must meet prescribed requirements, 8% rural allowance and 13th cheque.

CENTRE: Ndwedwe CHC
REQUIREMENTS: National senior certificate/Grade 12. Diploma/Degree in General nursing and Midwifery plus 1 year post basic qualification in Advanced Midwifery. A minimum of 9 years appropriate/recognizable nursing experience after registration as a Professional Nurse and Midwife with SANC, of which 5 years must be recognizable experience after obtaining 1 year post-basic qualification in Advanced Midwifery. Current registration with South African Nursing Council as a Professional Nurse and Advanced Midwife. Valid Driver's Licence. Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Recommendations. Computer Literacy. Knowledge, Skills and Competencies Required: Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing in the Public Services. Knowledge of nursing care processes and procedures. In depth knowledge of nursing legislation, related legal, ethical practice & legislative framework governing the Public Services. Knowledge of quality assurance standards as directed by negotiated service delivery agreement, National core standards. Appropriate understanding of Scope of Practice and nursing standards. Thorough knowledge of quality assurance standards as directed by Negotiated Service Delivery Agreement, National Core Standards, Patients Right’s Charter, Batho Pele Principles. Sound knowledge of Labour Relations Act. Leadership, Supervisory, organizing, decision making, problem solving abilities skills Co-ordination and report writing skills. Time Management. Personal attributes, responsiveness, professionalism, supportive, assertive and must be a team player. Good communication and interpersonal skills and ability to function well within a team. Demonstrate a basic understanding of HR and Financial Policies and Practices. Demonstrate basic computer literacy.

DUTIES: Manage the practice of all staff in Maternity Unit to ensure that individual patient care provided is of the highest standard. Provide adequate supervision and mentoring of junior personnel. Ensure effective utilization and monitoring of all resources in line with cost containment Plan of the Institution. Facilitate implementation of integrated maternal and child health programmes. Conduct clinical audits and develop remedial action plans and implementation of such. Ensure accurate collation, analysis and verification of monthly data within the unit and participate in data management meetings. Participate and oversee
development and implementation of clinical policies, procedures and guidelines for MNCWH (TB, Nutrition, FP, MBFI, PMTCT, Mom connect, ESMOE, KMC and CARMMA). Ensure implementation, monitoring and evaluation of EPMDS in the unit. Work shifts, weekends and public holidays. Participate, co-ordinate and conduct Perinatal and Child Mortality meetings. Ensure compilation and timeous submission of relevant reports. Provide effective, adequate leadership and supervision of all sub-units in the subcomponent i.e. ANC, Labour and Post Natal Care. Improve quality of care through reduction of public complains and waiting times, implement and monitor National Core Standards. Monitor infection control measures in the unit. Participate in outreach, preventive and promotive programmes within the community.

ENQUIRIES: Dr. O Ayeni Tel No: (032) 532 3048/50
APPLICANTIONS: should be forwarded to: The Chief Executive Officer, Ndwedwe CHC, Private Bag x 528, Ndwedwe, 4342.
FOR ATTENTION: Human Resource Manager
NOTE: Directions To Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable at any Government Department or from website www.kznhealth.gov.za. Certified copies of highest educational qualifications – not copies of certified copies. Certified copies of registration certificates where applicable and HPCSA receipts. Curriculum Vitae. The reference number must be indicates in the column provided in the Z83, e.g. SAP2/2010 Due to the large number of applications we envisage to receive, applications will not be acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department) “People with disabilities should feel free to apply “Applicants in possession of a foreign qualification must attach the evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.

CLOSING DATE: 29 November 2019
POST 41/229: CLINICAL NURSE PRACTITIONER - GRADE 1 AND 2
Re-Advertisement: Those who applied previously may re-apply

SALARY: Grade 1: R383 226 - R444 276 per annum
Grade 2: R471 333 - R579 696 per annum
Other Benefits Home Owner Allowance (conditions apply); 13th Cheque (conditions apply) and Medical Aid (Optional) Inhospitable Area Allowance (08 % of basic salary)

CENTRE: Folweni PHC Ref No: PMMH/CNP/08/2019 (X3 Posts)
Nsimbini PHC Ref No: PMMH/CNP/09/2019 (X2 Posts)
Umlazi U21 PHC Ref No: PMMH/CNP/10/2019 (X3 Posts)
Umnni PHC Ref No: PMMH/CNP/11/2019 (X1 Post)
Umlazi D PHC Ref No: PMMH/CNP/12/2019 (X2 Posts)
Ekupheleni PHC Ref No PMMH/CNP/13/2019 (X1 Post)

REQUIREMENTS: Grade 1: Basic R425 qualification (i.e. Degree/Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a “Professional Nurse” A post basic nursing qualification with duration of at least 1year in ‘Curative Skills in Primary Health Care’ accredited with SANC. Current Registrations with SANC as Professional Nurse
A minimum 4 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing Proof of current registration with SANC (2019). Minimum Appointment Requirements
Grade 2: Basic R425 qualification (i.e. Degree/Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a “Professional Nurse”. A post basic nursing qualification with duration of at least 1year in ‘Curative Skills in Primary Health Care’ accredited with SANC. A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post-basic qualification in the relevant specialty. Proof of current registration with SANC (2019). NB: The recognition of relevant experience for new appointments is determined subject to minusing of 1 year relevant experience. Please provide
all your certificate of service from previous and current employer endorsed and stamped by HR Department Knowledge, Skills Training and Competencies Required: 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. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies. Sound knowledge of the health programmes run at the PHC level. Sound knowledge of the National core Standards and data management.

DUTIES
- Demonstrate effective communication with patients, supervisory and other clinicians, including report writing and statistics. Assist the unit manager/Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Implement and advocate for preventive and promotive health initiatives for clients and the community served by the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and the therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package in accordance with set guidelines, monitor performance and outcomes against the set targets and act on deviations. Ensure that programme specific data collected is timeous and accurate. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of care. Refer patients promptly according to the set guidelines, protocols, policies. Ensure proper utilization and safe keeping of basic medical, surgical and pharmaceutical stock.

ENQUIRIES
Mrs P Xabatel Tel No: (031) 240 5300 and Ms No Masondo Tel No: (031) 240 5310

APPLICATIONS
- to be forwarded to: The Deputy Director: HRMS Prince Mshiyeni Memorial Hospital; Private Bag X 07; Mobeni; 4060.

FOR ATTENTION
Mr VM Phewa

CLOSING DATE
29 November 2019

POST 41/230
CLINICAL NURSE PRACTITIONER (PHC) GRADE 1 & 2 REF NO: STC 06/2019 (X1 POST)

SALARY
- Grade 1: R383 226 - R444 276 per annum
- Grade 2: R471 333 - R579 969 per annum
Other Benefits: 13th Cheque, housing allowance (employee must meet prescribed conditions) Medical Aid (optional) and 8% Rural Allowance

CENTRE
St Chads CHC

REQUIREMENTS
- Senior certificate/Grade 12 or equivalent qualification. Degree/Diploma in General Nursing and Midwifery. Current registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery (2019). Post-Basic Diploma in Clinical Nursing Science, Health assessment, Treatment and care (PHC) with a duration of at least one (1) year. Certificate of Service Endorsed by Human Resource Department. Appropriate/recognisable experience after registration in the Post Basic Qualification is recognised to determine the salary on appointment. Only certificate of service from the previous employer/s is recognised for this purpose. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least one year Post Basic Nursing qualification in Clinical Nursing Science, Health assessment, Treatment and Care. Experience: Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General nursing. At least 10 years must be appropriate/recognisable experience after obtaining the one year Post Basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care. Knowledge, skills, training and competencies required: Knowledge of nursing care process and procedures, and other legal framework. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills.
DUTIES: Ensure the provision of nursing care through adequate supervision. Ensure the provision of nursing care through adequate supervision. Key Performance Areas: Provision of nursing comprehensive of service according to PHC CORE packages. Provision of quality comprehensive community health care (preventative and promote curative and rehabilitative) services. Provision of administration services. Involvement with community meetings and committees. Provision of educational services through clinical teaching, training and continuous evaluation of employees. Responsible for screening, diagnosis and management of patients at Primary Health Care level. Initiate treatment, implementation of programme and evaluation patient’s clinical conditions. Initiate community projects, involvement in Operation Sukuma Sakhe projects. Work as part of multidisciplinary team to ensure quality nursing care and target on priority programmes are achieved. Involved in clinical audits. Data management. Advocate for professionalism and ethics. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and Labour relation issues in terms of laid down policies/procedures. Evaluate and follow up patients during clinic visits. Attend and participate in doctor’s visits. Participate in out-reach services. Hours of duty 40 hours per week. Shift work (day and night duty). Shift work may include straight shift and flexi hours and may include re-adjustments as required to provide adequate nursing coverage.

ENQUIRIES: Mrs C.I.Ndlovu Tel No: (036) 6379600
APPLICATIONS: All applications should be forwarded to: The Human Resources Manager St Chads Community Health Centre, Private Bag X 9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

FOR ATTENTION: Mr S.D.Mdletshe
NOTE: Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), and registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. NB: Certified copies should not be older than three months. Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting), credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

CLOSING DATE: 29 November 2019
POST 41/231: PROFESSIONAL NURSE-SPECIALTY STREAM-THEATRE REF NO: MURCH 18/2019 (X1 POST)
Re-Advertisement
SALARY: Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
CENTRE: Murchison Hospital
REQUIREMENTS: Senior Certificate, Degree/Diploma in General nursing and Midwifery plus 1 year post basic qualification in Operating Theatre Technique, Current
Registration with SANC as General Nurse and Operating Theatre. Current SANC receipt, previous work experience/Certificate of service endorsed by your Human Resource Department (to be attached to application) Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional with SANC in general nursing and Operating Theatre Technique Grade 2 Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Operating Theatre Technique, of which at least 10 years must be appropriate/recognizable experience, after obtaining the one year post basic qualification in the relevant speciality. Knowledge, Skills and Competencies Knowledge of nursing care and processes and procedures Knowledge of Public service regulations Disciplinary code, human resource policies, hospital generic and specific policies Leadership, supervisory and good communication skills Team building and cross cultural awareness Knowledge of SANC rules and regulations Knowledge of Batho Pele Principles and patients’ rights charter.

DUTIES: Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework Effective utilization of resources: Human, material and financial resources Assist in orientation, induction and mentoring of all nursing staff and orientation of other staff Assist in the planning coordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Complete patient related data and partake in research. Assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift Partake in overall specialized unit function, i.e. team building Maintain professional growth/ethical standards and self-development.

ENQUIRIES: Mrs. C Mkhwanazi Tel No: (039)6877311 ext. 127
APPLICATIONS: All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X701 Portshepstone 4240 or Hand Delivered To: Human Resources Department Murchison Hospital.

NOTE: The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification, not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 18/2019 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA/Permanent Residents/Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

CLOSING DATE: 29 November 2019
POST 41/232: CLINICAL NURSE PRACTITIONER REF NO: GJC 13/2019
SALARY: R383 226 per annum Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
CENTRE: Dududu Clinic (X2 Posts) Umzinto Clinic (X1 Post) Dlangezwa Clinic (X1 Post)
REQUIREMENTS: Grade 12 (senior certificate). Current SANC receipt (2019).Diploma/Degree in General nursing and midwifery plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Current registration with SANC as a General Nurse, Midwifery. A minimum of 4 years
appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing, Midwifery plus one year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. 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**

Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Perform clinical nursing practice in accordance with the scope of practice and nursing standards for primary health care. Utilize human, material and physical resources effectively and efficiently. 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. Provide safe and therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Develop and ensure implementation of nursing care plans. Participate in clinical records audits. 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.

**ENQUIRIES**

Mr. SG. Ngcobo Tel No: (039) 978 7000

**APPLICATIONS**

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

**FOR ATTENTION 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. NB: Candidates should separate applications if they are interested to apply in all clinics.

**CLOSING DATE**

29 November 2019 at 16h00

**POST 41/233**

**CLINICAL NURSE PRACTITIONER REF NO CJMH12/2019 (X2 POSTS)**

**SALARY**

R383 226 – R444 276 per annum. Other Benefits 13th Cheque Medical aid optional Homeowner’s allowance: Employee must meet the prescribed requirement Rural Allowance is compulsory.

**CENTRE REQUIREMENTS**

Matric or senior certificate. Diploma/Degree in General nursing and midwifery One year post basic qualification in Primary Health Care a minimum of 4 years appropriate recognizably experience after registration as a professional nurse. Proof of current registration with South African Nursing Council as General Nurse, Midwifery and Primary Health Care Nurse Current S.A N.C Receipt 2018. Proof of current and previous experience endorsed and stamped by Human Resource (service certificate) must be attached Knowledge of all applicable legislation, and guidelines, including Scientific Nursing and nursing principles Good Communication, counselling, conflict management, decision making and problem solving skills. Good interpersonal and listening skills Co-ordination and planning skills Ability to relive in the service areas. Team building and supervisory skills.

**DUTIES**

Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic.
Assist the unit manager with overall management and necessary support for effective functioning of the clinic. Promote preventive health for clients and community in the clinic. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Work as part of the multidisciplinary team to ensure good Nursing Care in the clinic. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented in a clinic. Must be able to handle obstetric emergencies and high risk conditions. Supervision of patients and provision of basic patients’ needs e.g. oxygen, nutrition, elimination fluids and electrolyte balance, safe and therapeutic environment in the clinic using EDL guidelines. Provide direct and indirect supervision of all nursing staff and to give guidance. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self-care. Ensure clinical intervention to client including administering of prescribed medication and ongoing observation of patients in the clinic. Provide nursing care that lead to improved service delivery by upholding Batho Pele Principles and Patients’ Rights Charter. Ensure compliance with and implementation of National Core Standards, deal Clinic Realization and Maintenance, CCMDD, etc.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE
FOR ATTENTION
APPLICATIONS
NOTE
CLOSING DATE
POST 41/234
SALARY
CENTRE
REQUIREMENTS
DUTIES

Mrs. P.N Kunene
Tel No: (034) 271 6400
should be forwarded to Human Resource Office 92 Hlubi Street, C.J.M.
Hospital Nqutu Private Bag X5503 3135 Nqutu 3135.
Human Resource Manager
Applications should be submitted on form Z83 from any Public Service
Department Human Resource Department OR from the website
www.kznhealth.gov.za. Certified copies of ID, Matric, highest educational
qualifications and HPCSA registration – not copies of certified Copies. Current
registration with HPCSA 2019. Updated Curriculum Vitae. Certified copy of
certificates and service endorsed by Human Resource. The reference number
must be indicated in the column provided on form Z83 e.g. CJM 04/2019.
Fax ed documents will not be accepted. NB Failure to comply with the above
instructions will results in disqualification. Please note that if you are not contacted within three months of the closing date, your
application is unsuccessful. Every short-listed applicant will be advised of the
outcome of their application in due course. Please note that the successful
candidate will be subjected to a pre-employment screening and verification
process including CIPS (Companies Intellectual Property Commission)
screening. Due to financial constraints no S & T or relocation costs will be paid
for attending interviews.

29 November 2019

RADIOGRAPHER GRADE 1: DIAGNOSTIC IMAGING SERVICES REF
NO: DRAD/DIAG/2019 (X2 POSTS)
Re-Advertisements: Applicants to re-apply

R317 976 per annum: Plus 13th Cheque, Medical Aid: Optional, Housing
Allowance (Employee must meet minimum Requirements)

Addington Hospital: KwaZulu-Natal

Grade 12 certificate. An appropriate three-year National Diploma/Degree in
Diagnostic Radiography. Registration certificate as a Diagnostic Radiographer
with the HPC of SA. Current annual fees registration with the HPC of SA.
Certificates of service where applicable. In-Service applicants are required to
obtain the proof of SAQA verification from their Human Resource Department.
Recommendation: At least 1 to 2 years’ experience in Radiography would be
an advantage. Knowledge, Skills, Training and Competence Required: Sound
knowledge of Diagnostic Radiography procedures and equipment. Knowledge
of relevant Health and Safety policies. Sound planning and organisational
skills. Knowledge of Radiation Control and Safety Regulation. Sound
communication and problem solving skills. Good interpersonal relations and
ability to perform well within a team. Ability to perform basic quality assurance
test. Computer literacy.

To provide high quality Diagnostic Radiographic services according to patient
needs. To promote good health practices and ensure optimal care of patients.
To execute all clinical procedures competently to prevent complications.
Reception, clerical and darkroom duties when required. Participate in Quality
Assurance and Quality Improvements Programs. General administrative
duties. To comply with and promote Batho Pele Principles. Recommendation:
At least 1 to 2 years’ experience in Radiography would be an advantage. CT
scanner experience would be recommendation. Hours of Duty Normal shift 07h45 – 16h15 Monday to Friday. Participate in shift and standby duties, including nights/weekend/public holidays.

ENQUIRIES
MR M Chetty Tel No: (031) 327 2522/Z Nkabinde Tel No: (031) 327 2524
All documents to be posted to:, Addington Hospital, P O Box 977, Durban, 4000
Or Dropped off in the application box, Security/Staff Entrance, Prince St side of the Hospital, South Beach, Durban.

APPLICATIONS
Human Resource Dept

FOR ATTENTION
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 indicating email address, certified copies of certificates, Identity Document (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. 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 indicating email address, certified copies of certificates, Identity Document (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S &T and settlement claims will be considered for payment to candidates that are invited for the interview. Employment Equity for the post is: African Male.

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 indicating email address, certified copies of certificates, Identity Document (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S &T and settlement claims will be considered for payment to candidates that are invited for the interview. Employment Equity for the post is: African Male.

CLOSING DATE
29 November 2019 or two weeks from date advertised

POST 41/235
PROFESSIONAL NURSE – GENERAL STREAM REF NO: EGUM 22/2019
(X1 POST)

SALARY
Grade 1: R256 905 – R297 825 per annum
Grade 2: R315 936 – R362 865 per annum
Grade 3: R383 226 – R485 475 per annum
Other Allowances: 13th Cheque, Medical Aid (Optional), Housing Allowance, (employee must meet prescribed requirements).

CENTRE
Institution: E G & Usher Memorial Hospital

REQUIREMENTS
Matric or senior certificate. Diploma/Degree in General nursing and midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse and Midwifery. Current South African Nursing Council receipt (2019). Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. Grade 1: No experience required. Grade 2: A minimum of 10 years appropriate/recognizable experience as Professional Nurse with SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. Knowledge of nursing care processes and procedures, nursing statues and other legal framework such as Nursing Act, Health Act, Patient’s Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relation Act, Disciplinary Code and Procedure, etc. Good skills in Communication, report writing, facilitation, co-ordination, planning & organizing, decision making, computer usage. Ability to formulate patient related policies. Basic understanding of HR and Financial policies and procedures. Good communication skills, leadership and decision making qualities. Team building and cross cultural awareness.

DUTIES
Provision of quality patient care through setting of standards, policies and procedures. Conduct antenatal and post-natal assessment and care. Implement maternal and obstetric policies and guidelines. Promote and maintain baby friendly status. Implement all obstetric programs (i.e. PIPP, CHIPP, PMTC, CARMA, MBFI, ESMOE) etc. To provide nursing care that leads to improved service delivery by upholding Batho Pele Principles and patient’s rights. Provide and manage all resources within the unit effectively and ensure optimum service delivery. Create and maintain complete and accurate patient records and registers. Implementation of the National Core Standards. Participate in the implementation of Nursing and Clinical Care Plan. Assist to avert potential medic-legal risks in the Maternity ward.

ENQUIRIES
Mr M.J. Mbali Tel. No: (039) 797 8100
APPLICATIONS: Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).

FOR ATTENTION
NOTE: The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2017. NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Permanent Residents/Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due To Financial Constraints, No S&T Will Be Paid To Candidates When Attending The Interviews. 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 application as being unsuccessful. Persons with disabilities should feel free to apply for these posts.

CLOSING DATE: 29 November 2019 at 16H00 afternoon

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: 29 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 Senior Certificate where the requirement is a tertiary qualification) (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 Department. The Department of Transport reserves the right not to fill these post(s).

OTHER POST

POST 41/236

CHIEF PROVINCIAL INSPECTOR (X2 POSTS)

SALARY : R470 040 per annum

CENTRE : Traffic Training College' Pietermaritzburg Ref No: P 21/2019 (X1 Post)
RTI Kokstad Ref No: P 22/2019 (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 Registered as a Traffic Officer; 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. 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 
FOR ATTENTION : Mr VK Chetty Tel No: (033) 355 8880/8071 
NOTE : Mr C McDougall 
       It is the intention of this Department to consider equity targets when filling these positions. The Successful candidates will be required to enter into a Performance Agreement. Shortlisted candidates may be required to undergo a competency test.