ANNEXURE X

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF EDUCATION

The Provincial Department of Education: KwaZulu-Natal is an equal opportunity affirmative action employer

APPLICATIONS should be forwarded to Deputy Director HR and Administration, The Directorate: Human Resource Services, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, 228 Pieter Maritz Street, Pietermaritzburg, 3201.

FOR THE ATTENTION: Mr. P.B.V. Ngidi

CLOSING DATE: 06 December 2019

NOTE: Applications must be submitted on Form Z83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recently updated comprehensive CV, originally certified copies of all qualifications and RSA ID document as well as a valid driver’s license. Failure to attach the requested documents will result in the application not being considered. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. Late, faxed or emailed applications will not be considered. Note: The filling of the post will be done in terms of the Department’s approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of employment. Please note: Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications. Appointees must ensure that they fully complete and sign the Form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. Preference will be given to persons from designated groups including persons with disabilities. Appointment to all these posts is subject to a positive security clearance, verification of educational qualifications and the signing of performance agreements. All shortlisted candidates will be subject to a technical exercise that intents 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 Committee 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 Based Assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Please note that due to financial constraint no S&T claims will be considered for payment to the Candidates that are invited for an interview.

MANAGEMENT ECHELON

POST 42/266: CHIEF FINANCIAL OFFICER REF NO: DOE/16/2019

SALARY: R1 521 591 per annum

CENTRE: Head Office (Pietermaritzburg)

REQUIREMENTS: A Bachelor’s Degree in commerce specializing in Accounting or equivalent qualification in Financial management. Admission as a Chartered Accountant and knowledge of financial accounting systems in the public service will be an added advantage, coupled with a minimum of 8 years’ experience at a senior managerial level. Competencies Advanced financial analytical skills and extensive knowledge of the financial prescripts of the Public service, costing methodologies and performance measurement. Support management decision making through the Development of strategic planning information. Provide financial information for planning and decision making by studying past, present and anticipated financial conditions, recommending courses of action. Provide immediate financial information for planning and decision making and recommend course of where tight deadlines apply. Maintain financial database by identifying sources of information assembling and verifying data. Complete audit and accounting by maintaining accounting controls, reconciling financial reports, maintaining financial security. Develop understanding of financial situation by performing quantitative analysis. Answer accounting procedure questions by researching and interpreting accounting policies and regulations. Knowledge of PFMA.

DUTIES: Develop and maintain the effective, efficient and transparent systems of risk management and internal control, an appropriate procurement and provisioning system that is fair, equitable, transparent, competitive and cost effective. Develop, plan and manage budgetary processes of the Department in compliance with prescribed
prescripts, Treasury regulations. Monitor financial spending of the Department and advice the Accounting Officer. Establish a system to proper evaluate all major capital projects prior to a final decision on the project. Take effective and appropriate steps to prevent unauthorized, irregular, fruitless, wasteful expenditure and losses resulting from criminal conduct. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of education and administration. Plan and compile the budget of the Department in accordance with Treasury prescripts. Ensure that expenditure is in accordance with the vote of the department through the establishment and maintenance of accounting and personnel records. Administration of service contracts, take responsibility for short and long-term financial forecasting for the Department. Prepare monthly, quarterly and annually financial reports for presentation to relevant oversight bodies. Enforce compliance with tax, levy and audit commitments as may be required by legislation, manage and safeguard assets and liabilities within the provision of the PFMA. Manage and administering conditional grants to the department and transferring payments to the Departments. Ensuring that the government and non-government recipients have appropriate financial management and control systems in place. Liaising with Provincial Treasury, Provincial Auditor, Public Accounts Committee, Education Portfolio Committee and other role players in the Education environment.

ENQUIRIES : Advocate M.B Masuku Tel No: (033) 3921006

POST 42/267 : CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DOE/17/2019

SALARY : R1 251 183 per annum

CENTER : Head Office (Pietermaritzburg)

REQUIREMENTS : A Bachelor’s Degree in commerce specializing in Accounting, Supply Chain management or any other equivalent qualification couple with extensive experience in supply chain management practices. Knowledge of Supply Chain Management in the public service will be an added advantage, coupled with a minimum of five years’ experiences at a senior managerial level. Competencies: Knowledge of supply chain management practices and concepts in their entirety, government policies, prescripts and legislation are key requirements for this position, competency in the core Management criteria (CMC) as required by the SMS Performance management development system in the Public service, good Financial Management systems, knowledge of SCM prescripts.

DUTIES : Implement relevant national and provincial policies on Supply Chain Management, Establish and implement necessary systems, processes and procedures for Effective and efficient supply chain management at Head Office and at the Districts in respect of new developments in the SCM practices, Provide a specialist advisory service to all responsibility managers in the Department, Ensure that all responsibility managers are fully trained on SCM matters, monitor, analyze and report on compliance issues pertaining to SCM, Act as leader of evidence in respect of appeals. Develop service delivery agreements (SDAs). Formulate departmental policies and procedures pertaining to SCM. Represent the department in forums pertaining Supply Chain Management.

ENQUIRIES : Advocate M.B Masuku Tel No: (033) 3921006

DEPARTMENT OF HEALTH

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

ERRATUM: Kindly note that the post of Medical Officer with Ref No: OSI M/O 03/2019 (For Osindisweni Hospital) advertised in Public Service Vacancy Circular 41 dated 15 November with the closing date of 29 November 2019, the Reference Number has been amended to Ref No: OSI M/O 01/2019, sorry for the inconvenience. Kindly note that the posts of Medical Officer Grade 1, 2 and 3 with Ref No: EGUM 23/2019 and Professional Nurse General with Ref No: EGUM 22/2019 (For E G & Usher Memorial Hospital) advertised in Public Service Vacancy Circular 41 dated 15 November 2019 with the closing date of 29 November 2019, have been withdrawn. Sorry for the inconvenience.
POST 42/268

MEDICAL SPECIALIST: PAEDIATRIC GASTROENTEROLOGY
REF NO: MEDSPECPAEDGAST/1/2019 (X1 POST)

Department: Paediatric Medical Dept (Gastroenterology)

**SALARY**

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

**CENTRE**

Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**

MB; ChB; Current registration as a Specialist in Paediatrics with the Health Professions Council of South Africa and registration in the sub-specialty of paediatric gastroenterology. Experience: **Grade 1** No Experience required. **Grade 2**: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics). **Grade 3**: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics). Knowledge, Skills, training and Competencies required: Broad knowledge of working in general Paediatrics and Ethics. Good communication and supervisory skills. Appropriate specialist assessment, diagnosis and management of patients. Familiarity with procedures and management protocols within the subspecialty of paediatric gastroenterology. Working with multi-disciplinary teams. Supervision and teaching of Undergraduates and post-graduates. Behavioral attributes: Stress tolerance. Ability to work within a team. Self-confidence. Capacity to build and maintain relationships.

**DUTIES**

The core function of this post is the development of Paediatric Gastro-enterology services. This includes the outpatient consultation and management of inpatient services at IALCH for the subspecialty. The duties will include training of registrars, undergraduate and postgraduate students. The incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided. The incumbent is expected to work towards getting the unit accredited and training of a paediatrician as a sub specialist in paediatric gastroenterology. The incumbent will utilize the expertise available at IALCH (Paediatric surgery, Adult Gastro-enterology and other Paediatric subspecialties) to further these goals. He/she will also establish links with experts in Cape Town and Johannesburg. Duties also include participating in the Outreach Programme and appropriate research. The incumbent will assist with Paediatric services as determined by the Clinical HOD Paediatric Medicine at IALCH. The incumbent is expected to perform after hours calls and relief duties.

**ENQUIRIES**

Prof Jeena Tel No: (031) 240 2046

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

06 December 2019
POST 42/269: MEDICAL SPECIALIST: PAEDIATRIC CARDIOLOGY REF NO: MEDSPECPAEDCARD/1/2019 (X1 POST)
Department: Paediatric Cardiology

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

CENTRE:
Inkosi Albert Luthuli Central Hospital

REQUIREMENTS:
MBCHB. Current registration as a Specialist in Paediatrics with the Health Professions Council of South Africa. Current Curriculum Vitae stating clinical, teaching and research experience must be provided. Positive references from recent supervisor/s. Experience: Grade 1: No experience required. Grade 2: Five (5) years’ appropriate experience as a Medical Specialist after Registration with HPCSA as a paediatrician as well as registration as a paediatric cardiologist. Grade 3: Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a paediatrician as well as registration as a paediatric cardiologist. Knowledge, Skills, Training and Competency Required: The candidate must be qualified or aspire to qualify as a Paediatric Cardiologist. Preference will be given to candidates with experience working post specialisation as a paediatrician in a paediatric cardiac unit. The candidate must possess good administrative, decision making and communication skills in order to function in a multi-disciplinary team environment.

DUTIES:
Provide Paediatric specialty services in Paediatric Cardiology. His includes in and out–patient services, outreach and after hours services Provide services in clinical cardiology, echocardiography and cardiac catheterisation. Supervise paediatric registrars in undertaking patient management. Maintain statistics of patient care to assist with resource allocation. Participate in departmental audit programmes, research and unit administration. Assist with staff development, evaluation, and progress reporting. Participate in undergraduate teaching in the Department of Paediatrics, Nelson R Mandela School of Medicine. The incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided.

ENQUIRIES:
EGM Hoosen Tel No: (031) 2401000

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

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

CLOSING DATE:
06 December 2019

POST 42/270: MEDICAL SPECIALIST: HIGH RISK OBSTETRICS REF NO: MEDSPECO&G/3/2019
Department: Obstetrics and Gynaecology

SALARY:
Grade 1: R1 106 040 per annum (all-inclusive Salary package) excluding commuted overtime
Grade 2: R1 264 623 per annum (all-inclusive salary package) excluding commuted overtime
Grade 3: R1 467 651 per annum (all-inclusive salary package) excluding commuted overtime.
CENTRE: IALCH and rotations through the Durban Metropolitan Complex of hospitals as delegated by the Head of Department.

REQUIREMENTS: Medical Specialist qualification in Obstetrics and Gynecology. Registration with the Health Professions Council of South Africa as a Medical Specialist in Obstetrics and Gynaecology. Recommendation – previous experience in a specialist position

Experience Grade 1: No experience required. Grade 2: Five (5) years appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist. Obstetrics and Gynaecology. Grade 3: Ten (10) years appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist Obstetrics and Gynaecology. Knowledge, Skills, Training and Competencies Required: Sound clinical knowledge and experience in Obstetrics and Gynecology. Knowledge of current Health and Public Service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good communication, leadership, decision-making and clinical skills.

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

ENQUIRIES: Prof Sebitloane Tel No: (031) 2604390

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

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

CLOSING DATE: 06 December 2019

POST 42/271: MEDICAL SPECIALIST NEUROLOGY REF NO: M6DSPECNEUROLOGY/1/2019 (X1 POST)

Department: Neurology Dept

SALARY: Grade 1: R1 106 040 per annum (all-inclusive salary package) excluding Commuted Overtime.

Grade 2: R1 264 623 per annum (all-inclusive salary package) excluding commuted overtime.

Grade 3: R1 467 651pa (all-inclusive salary package) excluding commuted overtime.

CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS: Current registration as a Specialist in Neurology with the Health Professions Council of South Africa. Must be in possession of an FCN (Neurology) qualification. Academic Experience Required – Grade 1: The applicant will have completed his/her training, obtained the specialist examination and be registered with the Health Professions Council of South Africa as Medical Specialist. Experience: Not applicable. Grade 2: Five (5) years appropriate experience as a Medical Specialist after Registration with HPCSA as a Medical Specialist in a normal speciality (Neurology). Grade 3: Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as
perform and promote ongoing staff development in accordance with training undergraduates and postgraduate students (bedside teaching and formal lectures), on-call duty providing expert opinion when required, maintaining necessary discipline over staff under one’s control and conducting, assisting and stimulating research. The incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided. Duties also include participating in the Outreach Programme which will require travel to other hospitals in the province. Administrative duties will include participation in the day-to-day running of the ward, outpatient clinics, neurophysiology laboratory, registrar guidance in preparation of case presentation and liaison with other departments in work-related matters. The successful candidate will be expected to develop a special interest in Neuro-immunology. As part of the candidate’s development of the special skill he/she will be required to spend time in an internationally recognized unit. Attendance and participation in the academic programme of the department is a requirement. Participate in overtime services as required by the Department.

DUTIES

The duties will include the care of both inpatients and outpatients, training registrars, a Medical Specialist in a normal speciality (Neurology). Curriculum Vitae stating teaching and research experience as well as listing publications must be provided.

ENQUIRIES

Prof Bhigjee Tel No: (031) 2402359

APPLICATIONS

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

NOTE

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

CLOSING DATE

06 December 2019

POST 42/272

MEDICAL SPECIALIST: RADIOLOGY REF NO: SPC/RAD/2019 (X1 POST)

SALARY

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

CENTRE

Addington Hospital: KwaZulu-Natal

REQUIREMENT

MBChB Degree, Registration certificate with the Health Professions Council as a Specialist-Radiology, Annual fees registration renewal with HPCSA 2019/2020, Grade 1: No experience. Grade 2: five (5) years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in Radiology. Certificates of service proving five (5) years’ experience as a Specialist in Radiology. Recommendation: Mammography and related breast interventional processes would be a recommendation. Knowledge, Skills Training and Competencies Required: Sound knowledge and experience of Radiology procedures and protocols. Good verbal and written communication skills and interpersonal skills. Sound teaching and supervisory abilities. Ability to function independently and perform procedures in a challenging Mammography environment. A concern of excellence. Quality awareness. The ability to function in a multi-disciplinary team.

DUTIES

Assist the Head of Department to ensure an optimal Radiological and Mammographic service is provided. Assist the Head of Department in the development of management protocols/policies for the department. Organize, prepare and chair interdepartmental clinical radiology meetings. Provide outpatient, inpatient clinical services and referral services with experience in providing Mammographic services and related interventional procedures. Assist with quality improvement imperatives including clinical audits (morbidity and mortality reporting and reviews, clinical documentation audits etc) and continuous professional development activities. Participate in the training of registrars and promote ongoing staff development in accordance with.
individual and departmental needs. Maintain satisfactory clinical, professional and ethical standards in the department. Performance of overtime duties is compulsory.

ENQUIRIES: Dr P Naidoo Tel No: (031) 327 2840
APPLICATIONS: All applications should be forwarded to: Attention: The Human Resource Department, Addington Hospital, P O Box 577, Durban, 4000 OR dropped off in Room 23, Human Resource Department, 1st Floor, Addington Hospital.
NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview.

CLOSING DATE: 06 December 2019
POST 42/273: DEPUTY MANAGER NURSING REF NO: NDW/DMN/06/19 (X1 POST)
Re-Advertisement: Those who previously applied may re-apply

SALARY: Grade 1: R843 618 – R949 482 per annum. (Consist of 70% basic salary & 30% flexible portion that may be structured in terms of the applicable rules) Other Benefits 8% rural allowance.

CENTRE REQUIREMENTS: Ndwedwe CHC

Knowledge, Skills and Competencies Required

- National senior certificate/Grade 12 or equivalent plus Degree/Diploma in Nursing Administration plus Current SANC annual registration (2019). A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and midwifery. At least 4 years of the period referred to must be appropriate/recognizable experience at Management level. Diploma in PHC Diploma in Community Health 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 Applications in possession of a foreign qualification must attach the evaluation certificate from the SAQA to their application. Recommendation Computer Literacy Knowledge, Skills and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as: Nursing Act, Health Act, Health Act, Skills Development Act, Public Service Regulations, Labour Relations Act, Occupational Health and Safety act, Patients’ Rights, Batho Pele Principles. Leadership, management, planning, Organizing, decision making, delegate, problem solving, discipline, control, Effective Co-ordination skills, mentorship and report writing skills. Clinical competencies and policy formulation skills. Knowledge of nursing care delivery approach. Good verbal and written communication skills. Mentorship and supervisory skills. Computer literacy. Knowledge and understanding of Human Resource and Financial practices.

DUTIES: Provide leadership a strategic direction in the Nursing Component Strategic leadership, delegate, supervise & coordinate the provision of effective and efficient patient care through adequate nursing care To execute duties and functions with proficiency, in support of aims and strategic objectives of the institution and of the Department of Health Knowledge of nursing care processes, procedures, nursing statuses and other relevant legal framework such as: Nursing Act, health Act, Skills Development Act, Public Service Regulations, Labour Relations Act, Occupational Health & Safety Act, Patients’ Rights, Batho Pele principle, etc Mentorship and Supervisory skills. Represent Nursing Component in the senior Management Team. To demonstrate CHC commitments to quality nursing care and ensure compliance with national core standards. Advocate and ensure the promotion of nursing ethos and professionalism. To manage and ensure efficient utilization of allocated human resources, financial and non-financial resources Deal with disciplinary and grievances matters To ensure provision of effective and efficient infection control services in the institution and affiliate primary health care services monitoring and evaluation of patients care delivery in the institution Initiate and participate in health promotion to
ensure consistent communication of relevant, accurate & comprehensive information on health care Development/establish and maintain constructive working relationship between nursing staff & other stakeholders (i.e. inter-professional, inter-sectoral & multidisciplinary teamwork) Formulation and implementation of nursing guidelines, practices, standards & procedure.

ENQUIRIES: Dr.O Ayeni Tel No: (032) 532 3048/50
APPLICATIONS: should be forwarded to: The Chief Executive Officer Ndewedwe CHC Private Bag x 528 Ndewedwe 4342.
FOR ATTENTION: Human Resource Manager
NOTE: 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 SANCA 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" NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S&T claims.

CLOSING DATE: 13 December 2019
POST 42/274: MEDICAL OFFICER REF NO: MOPAEDMED/2/2019 (X2 POSTS)
Department: Paediatric Medicine

SALARY:
Grade 1: R821 205 per annum (All Inclusive Salary Package) excluding commuted overtime.
Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding commuted overtime.
Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding commuted overtime.

CENTRE REQUIREMENTS:
Inkosi Albert Luthuli Central Hospital
MBCHB. Current registration with Health Professions Council as a Medical Practitioner. Completion of Community Service. Grade 1: No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six 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 appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven 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. Advantage: Experience in Paediatrics will be an advantage. Knowledge Skills Training And Competencies Required: Knowledge and skills in Paediatrics including emergencies. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.

DUTIES:
The candidate will be expected to work in the Paediatric Medical service which includes neonatal and paediatric intensive care, high care and the Paediatric subspecialty services. After-hours clinical participation in the call roster. Assist with the provision and development of Paediatric services as determined by the Clinical HOD at Inkosi Albert Luthuli Central Hospital. Active participation in the clinical activities in the allocated domain (in-patient, out-patient and after-hours). Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes and research. To assist in outreach and teaching when required.

ENQUIRIES: Prof Jeena Tel No: (031) 240 2046
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE : 06 December 2019


SALARY : Grade 1: R821 205 per annum (All Inclusive Salary Package) excluding Commuted Overtime.
Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding Commuted Overtime.
Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding Commuted Overtime.

CENTRE REQUIREMENTS : Inkosi Albert Luthuli Central Hospital

An appropriate qualification in the appropriate Health Science plus Current Registration with the Health Professions Council of South Africa as an independent medical practitioner. Completion of Community Service. Recommendation: Experience in Urology. FCS – 1A (Primary), ATLS, ACLS or PALS will be a distinct advantage. Grade 1: No experience required from South African Qualified employees. 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 appropriate experience as a Medical Practitioner after registration with HPCSA 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 appropriate experience as a Medical Practitioner after registration with HPCSA 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. Knowledge Skills And Experience Required: Knowledge of operative and post-operative management of the surgical patient. Any training in the field of general surgery will be a distinct advantage Preference will be given to those who have completed some or all of their surgical training. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Experience in Urology. Ability to assist the Urology staff in the smooth running of the Department. Ability to function in a multi-disciplinary setting.

DUTIES : Provide appropriate medical care to all urologic patients. Assist in teaching undergraduates. Attend all academic activities and teaching/training sessions in the department. Performance of after hour duties.

ENQUIRIES APPLICATIONS : Dr EH Abdel Goad Tel No: (031) 2401179
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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

CLOSING DATE: 06 December 2019

POST 42/276: MEDICAL OFFICERS (GRADE 1, 2, 3) REF NO: EST/14/2019
Component: Medical Services

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

CENTRE: Estcourt District Hospital

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

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

ENQUIRIES: Dr. E.M. Kekana E-mail: mabaho.cekana@kznhealth.gov.za Tel No: (036) 342 7040
APPLICATIONS: The Human Resource Manager Estcourt District Hospital Private Bag X 7058 Estcourt 3310.
CLOSING DATE: 06 December 2019

POST 42/277: MEDICAL OFFICER GRADE 1, 2 & 3: REF NO: COSH 12/2019 (X4 POSTS)

SALARY:
Grade 1: R821 205 per annum (inclusive package)
Grade 2: R938 964 per annum (inclusive package)
Grade 3: R1 089 831 per annum (inclusive package)
Rural allowance 22% and Commuted Overtime – Group 1, 2, 3 – conditions apply

CENTRE: Church of Scotland Hospital

REQUIREMENTS: Grade 1: Senior Certificate/Matric or Grade 12, MBCHB Degree or equivalent qualification plus Current registration with HPCSA as a Medical Practitioner, Minimum of 1 year relevant experience after registration as a Medical Practitioner with recognized foreign health professional council in respect of foreign qualified employees
of whom it is not required to perform community service, as required in South Africa. **Grade 2:** MBChB degree or equivalent qualification plus current registration with HPCSA as a Medical Practitioner, 5 years relevant experience after registration with HPCSA as a Medical Practitioner, 6 years relevant experience after registration with HPCSA as a Medical Practitioner if Foreign Qualified and do not require to perform community service. NB Proof of experience endorsed and stamped by Human Resource. **Grade 3:** MBChB degree or equivalent qualification plus Current registration with HPCSA as a Medical Practitioner, 10 years relevant experience after registration with HPCSA as a Medical Practitioner, 11 years relevant experience after registration with HPCSA as a Medical Practitioner if Foreign Qualified and do not require to perform community service. NB Proof of experience endorsed and stamped by Human Resource. Knowledge- Sound assessment, diagnostic and management skills, Team work spirit. Sound knowledge of relevant ethical and medico-legal issues, Good communication skills (written and verbal) and problem solving skills. Good interpersonal skills, Sound management clinical and technical skill as expected, Ability to work under pressure, Knowledge of relevant Acts, Policies and Regulations of the Dept. of Health, Knowledge, understanding and implementation of Batho Pele Principles.

**DUTIES**

Provide quality patient care at all times. Examine, investigate, diagnose and oversee the treatment of patients. Assist in clinical audits and quality improvement programmes. Ensure the provision of safe, ethical and high quality medical care. Be part of the institutional strategic planning process. Assist with the development, maintaining and updating of clinical protocols. Manage medical & surgical emergencies. Be expected to participate on MMC camps. Provide after-hours medical services as per roster/when needs arises. Manage performance of junior staff. Assist at the CHC when need arises.

**ENQUIRIES**

Dr T. Kabwe Kapasula Tel No: (033) 4931000 Ext. 4026

**APPLICATIONS**

Please forward/deliver applications quoting the reference number to the 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

**CLOSING DATE**

06 December 2019

**POST 42/278**

ASSISTANT MANAGER NURSING (SPECIALTY) OPERATING THEATRE, OPD AND EMERGENCY SERVICES REF NO: SAP 12/2019

**SALARY**

R614 991 – R692 166 per annum. Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Housing allowance (employee must meet minimum requirements)

**CENTRE**

St Apollinaris Hospital

**REQUIREMENTS**

Senior Certificate (Grade 12) or equivalent qualification PLUS; Basic R425 qualification (i.e. Diploma/Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse and Midwifery. A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Operating Theatre. Minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. At least six (06) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Operating Theatre Technique. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level. Proof of current registration with the SANC (2019). Proof of work experience from previous and current employers endorsed and stamped by Human Resource must be attached. Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act. Patient's Rights Charter, Batho-Pele Principles. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management. Insight in to public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.

**DUTIES**

Provide effective management and professional leadership in the specialized units. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required. Effective management, utilization and supervision of all resources. Display a
OPERATIONAL MANAGER NURSING (PHC) REF NO: EST/15/2019

ENQUIRIES: Miss TE Kumalo at Tel No: (039) 833 8000/8117
APPLICATION: Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263,
FOR ATTENTION: Human Resources Section, Hand delivered applications may be submitted to Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.
NOTE: Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right fill or not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to 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 foreign qualifications 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 obtained from the State Security Agency (SSA) and should be accompanied by a CV (experience must be comprehensively detailed). The Department reserves the right fill or not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to 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 foreign qualifications must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications.

CLOSING DATE: 06 December 2019

POST 42/279: R562 800 per annum. Other Benefits: 13th Cheque. Housing Allowance. Medical Aid Optional (employee must meet prescribed requirements); 8% rural allowance.

CENTRE: Estcourt Hospital: Haviland Clinic

REQUIREMENTS:

Qualifications: Bachelor of Science in Nursing or equivalent (minimum of 3 years appropriate recognizable experience after obtaining the post required)
Post basic Diploma in Primary Health Care. Minimum of 9 years appropriate recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. Proof of Current registration with SANC (2019). At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining the post basic qualification in PHC Recommendations: Diploma in nursing administration will be an added advantage. Valid code 08 driver’s licence. Knowledge, Skills, Training and Competencies: Leadership, organizational, decision making and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes.

DUTIES: Ensure provision of quality advanced comprehensive community health care through provision of preventative, curative and rehabilitative service in the clinic. Ensure supervision and management of the clinic is done accordingly. Ensure that the clinic committee is functioning and maintaining good relations with community stakeholders. Ensure that implementation of all priority programmes in the clinic is implemented and monitored. Manage and monitor proper utilization of human, financial, physical and material resources. Deal with the disciplinary and grievance matters including monitoring and managing absenteeism. Provision of administrative services by planning, organizing and ensuring availability of medication and essential equipment in the clinic. Monitor and evaluate HR performance EPMS for all relevant staff.
Ensure data management in the clinic is implemented and monitored. Implement and provide support to Sukuma Sakhe project (flagship programme) in the Estcourt sub-district. Conduct clinical audit of priority programmes to improve health care services.

ENQUIRIES : Applications should be sending by courier or hand delivered to Estcourt Hospital, the HR Department, No 1 old main road, Estcourt. All applications must be forwarded to: The Human Resource Department Estcourt Provincial Hospital P/Bag x 7058 Estcourt 3310.

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

NOTE : Must be able to manage obstetrical emergencies and high risk conditions. To implement recommendations endorsed on the savings mother report. Provision of Quality Nursing Care through the implementation of standards, policies and procedures couple with supervision and monitoring the implementation thereof. To develop and ensure implementation of Nursing Care Plans. To attend monthly Perinatal Mortality meetings. Assist with MCWH Programmes which will contribute to reduction in mortality and morbidity. To participate in Quality Improvement Programmes and Clinical Audits. Uphold the Batho Pele and Patients’ Rights Charter principles. Provide a safe, therapeutic environment as laid down by the Nursing Act. Occupational Health and Safety and all other applicable prescripts. Maintain accurate and complete patient records according to legal requirements. Relieve the Unit Manager for short and long term absences, e.g. when off duty, attending meetings or on leave. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour Relations issues according to the laid down Participate in staff, student and patient teaching. Manage and supervise effective utilization of resources e.g. Human, Financial etc. Implementation and sustenance of Infection Control and Prevention Protocols. Assist with performance reviews i.e. EPMDs as well as student progress reports. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Compile daily/monthly statistical data.

CLOSING DATE : 06 December 2019

APPLICATIONS : Please forward/deliver applications quoting the reference number to the : The Human Resource Department, Church of Scotland Hospital, R33 Dundee Main Road, Tugela Ferry, 3010, Postal Address: Private Bag X502, Tugela Ferry, 3010.

POST 42/280 : PROFESSIONAL NURSE – SPECIALTY (OBSTETRICS) REF NO: COSH 13/2019 (X1 POST)

CENTRE : Church of Scotland Hospital

REQUIREMENTS : Matric/Senior Certificate/Grade 12. Current Registration with SANC as a Professional Nurse. Diploma/Degree in nursing or equivalent qualification. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. A minimum of 4/four year’s appropriate/recogizable experience after registration with SANC as a General Nurse. Knowledge. Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Display a concern for patients. Promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations. Possess and demonstrate effective communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team. Work as part of the multi-disciplinary team to ensure good nursing care. Ability to plan and organize own work and that of support personnel to ensure proper Nursing care.

DUTIES : Must be able to manage obstetrical emergencies and high risk conditions. To implement recommendations endorsed on the savings mother report. Provision of Quality Nursing Care through the implementation of standards, policies and procedures couple with supervision and monitoring the implementation thereof. To develop and ensure implementation of Nursing Care Plans. To attend monthly Perinatal Mortality meetings. Assist with MCWH Programmes which will contribute to reduction in mortality and morbidity. To participate in Quality Improvement Programmes and Clinical Audits. Uphold the Batho Pele and Patients’ Rights Charter principles. Provide a safe, therapeutic environment as laid down by the Nursing Act. Occupational Health and Safety and all other applicable prescripts. Maintain accurate and complete patient records according to legal requirements. Relieve the Unit Manager for short and long term absences, e.g. when off duty, attending meetings or on leave. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour Relations issues according to the laid down Participate in staff, student and patient teaching. Manage and supervise effective utilization of resources e.g. Human, Financial etc. Implementation and sustenance of Infection Control and Prevention Protocols. Assist with performance reviews i.e. EPMDs as well as student progress reports. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Compile daily/monthly statistical data.

ENQUIRIES : Applications must be submitted on Z83 obtainable from any Public Service Department or on the internet at www.dpsa.gov.za the completed documents and signed form should be accompanied by a recent updated CV as well as certified copies of all qualifications and ID documents (no copies of certified copies allowed. Certification should not be more than 3 months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidate s only if you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.
POST 42/281 : PROFESSIONAL NURSE SPECIALTY (ADVANCED MIDWIFERY) REF NO: EST/13/2019 (X2 POSTS)

SALARY : Grade 1: R383 226 - R444 276 per annum
Grade 2: R471 333 - R579 696 per annum
(All-inclusive package plus, 18% inhospitable allowance, Commuted Overtime (subject to approval)

CENTRE : Estcourt District 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. 1 (One) year post basic qualification in Advanced Midwifery and Neonatal Nursing Science accredited by SANC. Certificate of Registration. Proof of current registration with South Africa Nursing Council as a General Nurse, Midwifery (SANC Receipt for 2019). Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. Grade 1: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General nursing and midwifery with post Basic Qualification in Advanced Midwifery and Neonatal Nursing Science. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General nursing which at least 10 years must be appropriate/recognizable experience in the specific specialty after obtaining one year Post Basic Qualification in Advanced Midwifery and Neonatal Nursing Science. Knowledge, Skills And Experience Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as, Nursing Act, Occupational Health and Safety act, Patient’s rights charter, Batho-pele Principles Public service regulations, Labour Relations Act, Disciplinary Code and Procedure, Communication skills, report writing skills, computer literacy, facilitation skills, problem solving skills, planning/ organizing and ability to function as part of the team. Knowledge of SANC, rules and regulations.

DUTIES : Preform clinical nursing practice in accordance with the scope of practice and nursing standards as determined. Able to plan and organize own work and that of support personnel to render proper nursing care. Assist in quality improvement activities including clinical audits and data management. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles. Diagnose and manage obstetric emergencies in the absence of a doctor i.e. Eclampsia, PPH etc. Identify and manage high risk clients during ante-partum and post-partum manage them or refer them according to policy. Develop, implement and review perinatal mortality and mobility meetings Facilitate and conduct ESMOE and EOST Drills Supervise and mentor all junior staff under your care. Assist in provision of outreach services Relieve Operational Managers and Matrons office when the need arises. Participate in 24-review discussions and implement strategic to reduce maternal and neonatal rate.

ENQUIRIES : Mrs. W Adam Tel No: (036) 342 7038

APPLICATIONS : must be forwarded to: The Human Resource Department Estcourt Provincial Hospital/P Bag x 7058, Estcourt 3310.

NOTE : NB: People With Disabilities Are Encouraged Applying. Successful candidates will be subjected to medical assessment. NB: Proof of previous work experience endorsed and stamped by HR.

CLOSING DATE : 06 December 2019

POST 42/282 : PROFESSIONAL NURSE (SPECIALTY) ADVANCED MIDWIFERY AND NEONATAL NURSING SCIENCE REF NO: SAP 11/2019

SALARY : Grade 1 R383 226 - R444 276 per annum
Grade 2 R471 333 - R579 696 per annum
Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Housing allowance (employee must meet minimum requirements)

CENTRE : St Apollinaris Hospital

REQUIREMENTS : Senior Certificate (Grade 12) or equivalent qualification PLUS; Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in Advanced Midwifery and Neonatal Nursing Science with duration of at least 1year, accredited with the SANC. Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2019)
Experience: **Grade 1**: A minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nurse with one year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. **Grade 2**: A minimum of fourteen (14) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which at least ten (10) years of the period referred to above must be appropriate or recognizable experience in the specific specialty after obtaining 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Skills: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. A sound knowledge of the Provincial Health Act of 2000, Nursing Act, Occupational Health and Safety Act of 1995.

**DUTIES**: Co-ordinate optimal, holistic, specialized nursing care with set standards and within a professional/legal framework. Ensure that CARVMA strategy, saving mothers and Saving Babies Recommendations are implemented. Complete patient related data, participate in PPIP and sub-district perinatal meeting. Implement National Core Standards guidelines and standard operational plans. Monitor and report patient safety incidents e.g. needle stick injuries, patient complaints etc. Assist in planning and co-ordination of training and promote learning opportunities for all nursing categories i.e. on the job training. Ensure and monitor the availability, adequately and optimum utilization of all resources. Assist in orientation, induction and mentoring of all nursing staff and orientation of other staff. Provide effective management and professional leadership by ensuring that the unit is organized to provide quality nursing care.

**ENQUIRIES**: Miss NT Buqa at Tel No: (039) 6338113/8000

**APPLICATIONS**: Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered applications may be submitted to Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.

**FOR ATTENTION**: Human Resources Section

**NOTE**: Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right fill or not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to 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 foreign qualifications 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. “People with disabilities should feel free to apply”. The target group in terms of employment equity for post advertised is an African male. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

**CLOSING DATE**: 06 December 2019

**POST 42/283**: PROFESSIONAL NURSE – SPECIALTY (PAEDS) REF NO: COSH 14/2019 (X1 POST)

**SALARY**: R383 226 per annum, 13th cheque, medical aid (optional). 12% rural allowance, housing allowance (employee must meet the prescribed requirements)

**CENTRE REQUIREMENTS**: Church of Scotland Hospital

Matric/Senior Certificate/Grade 12. Current Registration with SANC as a Professional Nurse. Diploma/Degree in nursing or equivalent qualification. A post-basic nursing qualification with a duration of at least 1 year post basic qualification in Child Nursing Science. A minimum of 4/four year’s appropriate/recognizable experience after registration with SANC as a General Nurse. Knowledge: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical practice in accordance with the scope of practice.
and nursing standards as determined by the relevant health facility. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations. Possess and demonstrate effective communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team. Work as part of the multi-disciplinary team to ensure good nursing care. Ability to plan and organize own work and that of support personnel to ensure proper Nursing care.

**DUTIES**
- Planning, organizing and monitoring of objectives of the specialized unit.
- Provision of Quality Nursing Care through the implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To develop and ensure implementation of Nursing Care Plans. To participate in Quality Improvement Programmes and Clinical Audits. Uphold the Batho Pele and Patients’ Rights Charter principles. Provide a safe, therapeutic environment as laid down by the Nursing Act. Occupational Health and Safety and all other applicable prescriptions.
- Maintain accurate and complete patient records according to legal requirements.
- Relieve the Unit Manager for short and long term absences, e.g. when off duty, attending meetings or on leave. Participate in staff, student and patient teaching.
- Exercise control over discipline, grievance and Labour Relations issues according to the laid down. Participate in staff, student and patient teaching. Manage and supervise effective utilization of resources e.g. Human, Financial etc. Implementation and sustenance of Infection Control and Prevention Protocols. Assist with performance reviews i.e. EPMDS as well as student progress reports. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Compile daily/monthly statistical data.
- Maintain the Unit Manager for short and long term absences, e.g. when off duty, attending meetings or on leave. Participate in staff, student and patient teaching.
- Exercise control over discipline, grievance and Labour Relations issues according to the laid down. Relieve the Unit Manager for short and long term absences, e.g. when off duty, attending meetings or on leave. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour Relations issues according to the laid down. Participate in staff, student and patient teaching. Manage and supervise effective utilization of resources e.g. Human, Financial etc. Implementation and sustenance of Infection Control and Prevention Protocols. Assist with performance reviews i.e. EPMDS as well as student progress reports. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Compile daily/monthly statistical data.

**ENQUIRIES**
Mrs S.Z. Mabaso Tel No: (033) 4931000 ext. 4014

**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 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**
06 December 2019. (Late applications will not be accepted)

**POST 42/284**
CLINICAL NURSE PRACTITIONER GR 1, 2 REF NO: GAM CHC 14 /2019 (X4 POSTS)

**SALARY**
Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits 13th Cheque Medical Aid (Optional) Housing allowance (employee must meet prescribed requirements) 12 % rural allowance Uniform allowance.

**CENTRE REQUIREMENTS**
Gamalakhe CHC
STD 10 Certificate Degree/Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Current Registration with SANC (2019 Receipt) Previous and current proof of experience endorsed by Human Resource must be attached (with complete dates, months and year) Experience:-

**Grade 1**
A minimum of 4 years appropriate/recognizable experience in nursing, after registration as a Professional Nurse with SANC in General Nursing. **Grade 2**
A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing of which 10 years must be experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge,
DUTIES

Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and the community. Provide administrative services 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. Execute disciplinary code and grievance procedure at his/her level. Assist in conducting orientation and induction to all new staff members. Implement and maintain clinical competencies to ensure scientific of nursing process, policies and standards are maintained. Ensure that all administrative functions required in the component are performed to the required standards including performance management development system (EPMDS) Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Promote scientific quality nursing care by functioning as a therapeutic team, coordinating between CHC and community and preventing medico-legal hazards. Encourage research by assisting in departmental projects and always ensuring that the community needs, are taken into account including. Ability to handle obstetric and emergencies and high risk conditions and advocate for Nursing Professionalism and Ethics. Assist the unit manager with overall management and necessary support for effective functioning in the facility. Maintain client satisfaction through quality services, innovation and professional nursing care by holding Batho Pele principles and standards set by the accreditation. Participate in Sub-District assessment of National Core Standards and Ideal Clinics. Participate in multidisciplinary teams (OSS) and outreach services with stakeholders including NGO’s, other governmental departments.

Knowledge of:
- Nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients’ Rights Charter, Labour Relations Act, Grievance procedures, etc. Leadership, organizational, decision making and problem solving abilities. Report writing skills, and time management skills, good communication, interpersonal relations, counselling and conflict management skills Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge. Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs Knowledge of HIV/AIDS plus TB programme.

ENQUIRIES

MRS G.B. Tshiseka Tel No: (039) 318 1113

APPLICATIONS

Should Be Forwarded To: The CHC Manager Gamalakhe Community Health Centre Private Bag X 709 Gamalakhe.

FOR ATTENTION

Human Resource

CLOSING DATE

06 December 2019

POST 42/285

CLINICAL NURSE PRACTITIONER GR 1, 2 REF NO: GAM CHC 15 /2019 (X2 POSTS)

SALARY

Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits 13th Cheque Medical Aid (Optional) Housing allowance (employee must meet prescribed requirements) 12 % rural allowance Uniform allowance.

CENTRE

STD 10 Certificate Degree/Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Current Registration with SANC (2019 Receipt) Previous and current proof of experience endorsed by Human Resource must be attached (with complete dates, months and year) Experience:-Grade 1 A minimum of 4 years appropriate/recognizable experience in nursing, after registration as a Professional Nurse with SANC in General Nursing. Grade 2 A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing of which 10 years must be experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills And Competencies Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients’ Rights Charter, Labour Relations Act, Grievance procedures, etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge. Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs.

DUTIES

Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and the community. Provide administrative services 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. Promote scientific quality nursing care by functioning as a therapeutic team, coordinating between CHC and community and preventing medico-legal hazards. Ensure proper utilization and management of resources Encourage research by assisting in departmental projects and always ensuring that the community needs, are taken into account including operation Sukuma Sakhe. Ability to handle obstetric and emergencies and high risk conditions and advocate for Nursing Professionalism and Ethics. Assist the unit manager with overall management and necessary support for effective functioning in the facility. Ensure participation in National Core Standards and also Ideal Clinic realization. Participate in clinical records audits and monitor priority programs.

ENQUIRIES : MRS N.O. Ndwendwe Tel No: (039) 318 1113
APPLICATIONS : Should Be Forwarded To: The CHC Manager Gamalakhe Community Health Centre Private Bag X 709 Gamalakhe 4249.
FOR ATTENTION : Human Resource Department
CLOSING DATE : 06 December 2019

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

APPLICATIONS : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.
CLOSING DATE : 06 December 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.

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 POSTS

POST 42/286

CONTROL PROVINCIAL INSPECTOR REF NO: P 24/2019 (X5 POSTS)

SALARY: R733 257 per annum (all inclusive remuneration package)
CENTRE: Public Transport Enforcement Services, Pietermaritzburg
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’ management experience in a Traffic Law Enforcement field; plus 7-10 years’ working experience in Traffic Law Enforcement field; plus A valid driving licence (minimum code B); plus Valid Peace Officer’s Certificate; plus No criminal rec. Knowledge, Skills, Training and Competencies Required: Knowledge on how to manage the implementation of Public Transport and Traffic Law Enforcement policies and regulations. Knowledge of driver fitness inspections. Knowledge of vehicle fitness inspections. Knowledge on the completion of Law Enforcement documents. Knowledge of traffic law enforcement inspections. Knowledge of investigations. Working knowledge of applicable legislations – Public transport and traffic environment. Records, resource and customer relationship management skills. Performance, finance and conflict management skills. Projects, time and self-management skills. Risk, change and public information management skills. Planning, organising and people management skills. Service delivery, communication and decision making skills. Results and quality management skills. Problem solving, report writing and workplace relations skills. Conflict management, monitoring and evaluation and management skills. Results/quality management skills. Innovation/continuous improvement skills. Analytical, negotiation and innovative skills. Computer literacy.

DUTIES: Provide effective and efficient leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Provide strategic guidance and leadership to law enforcement officials. Evaluate the activities of the Regional/District Operational plans to ensure strategic alignment with the Strategic plan, budget statements and national and provincial strategies: Co-ordinate the development of standardised operational plans. Monitor and evaluate operational performance of the region to ensure continuous alignment and development. Develop and maintain corrective action on identified problem areas. Research and capture national and international traffic law enforcement best practice. Promote a holistic integrated management approach in terms of support and other functions. Create and facilitate an enabling environment between provincial and local government in respect of traffic law enforcement and ensure alignment across these spheres. Co-ordinate the collection and analysis of regional law enforcement statistics, conduct research, formulate policy and develop new strategies and models to improve service delivery: Ensure that environmental analysis of each centre is updated on an annual basis and reviewed on a quarterly basis. Develop a monitoring mechanism to co-ordinate law enforcement operations and statistics. Develop provincial policies in terms of operations, public transport, legislation, equipment and prosecutions. Provide strategic leadership and mentoring to regional/district role-players regarding strategies, developments and trends. Manage and co-ordinate human resource processes in the region/district. Manage and co-ordinate the budget process and utilisation of facilities, vehicles and equipment of the region/district: Monitor the budget of the region to prevent over/under spending on a monthly basis. Monitor the procurement and utilisation of equipment of and services provided to the centre. Ensure appropriate use of all facilities.

ENQUIRIES FOR ATTENTION NOTE: Mr FP Sibiya Tel No: (033) 3422 162
: 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.

POST 42/287

CHIEF PROVINCIAL INSPECTOR REF NO: P 24/2019 (X4 POSTS)

SALARY: R470 040 per annum
CENTRE: Public Transport Enforcement Services, Pietermaritzburg
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
DUTIES:

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

ENQUIRIES:

Mr FP Sibiya Tel No: (033) 3422 162

FOR ATTENTION:

Mr B Hornsby

NOTE:

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.