The KZN Department of Health is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

OTHER POSTS

POST 43/106: MEDICAL SPECIALIST: SURGERY GRADE 1, 2 & 3 REF NO: PSH 65/19 (X1 POST)

SALARY:
- Grade 1: R 1 106 040 per annum
- Grade 2: R 1 264 623 per annum
- Grade 3: R 1 467 651 per annum

The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Other Benefits: 22% of basic salary – Rural Allowance & Commuted Overtime (conditions apply)

CENTRE: Port Shepstone Hospital

REQUIREMENTS:
- Grade 1: No Experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist. **Grade 2:** Minimum of 5 years relevant experience after registration with HPCSA as a Medical Specialist. **Grade 3:** Minimum of 10 years relevant experience after registration with HPCSA as a Medical Specialist. Attach proof of working experience endorsed by Human Resource Department/ Employer.

N.B.: (Proof of experience and/or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience and grading). Senior certificate, MBChB degree & FCS/Surgery. An appropriate qualification that allow registration with HPCSA as a Medical Specialist in Surgery. Current HPCSA Registration card 2019/2020. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with HPCSA as a Specialist in Surgery Knowledge, Skills and Experience Clinical knowledge, competency and skills in department of Surgery. Sound knowledge of health care system medical ethics. Good communication skills, leadership and decision making qualities. Relevant teaching experience (clinical and operative) necessary for junior medical officers/interns training. Must have interests in research. Successful candidate will be obliged to perform an outreach programme under the guidance of the Head of Department. Knowledge of current Health and Public Service Legislation, regulations and Policies. Good team building and problem solver. Excellent human, communication and leadership skills. Awareness of cross-cultural differences. Concern for excellence.

DUTIES:
- Provide specialist services in designated area of responsibility within accepted guidelines and protocols. Provide appropriate level of care, referral pathways, seamless and integrative service delivery system. Supervision and training of junior staff at clinical and operative level. Facilitation of academic meetings. Must be able to provide an afterhours/emergency service as unit requirements. Review and implementation of district health service protocols. Statistical analysis to be able to produce relevant journal publications. To attend regular interdisciplinary meetings. To facilitate Outreach Programme to other hospitals within the district. To perform administrative duties required by the department. Provision of quality patient centred care for all patients. Training of undergraduate and post graduate medical students. Examination, investigation and treatment of patients in the clinics and wards as lay down by the Head of Department. Participation in activities within the discipline including Case presentations, Ward round presentations, Journal club and other departmental meetings. Conduct audits, morbidity and mortality reviews, develop clinical guidelines, protocols, quarterly reports, monitoring of inappropriate referrals for specialty. Provide surgical care to patients with surgical conditions, including trauma. Be responsible for basic operations, especially for general surgery emergencies and trauma. To supervise and teach new doctors in the treatment of general surgical conditions, including trauma. Conduct out-patient clinics in the hospital. Conduct patient management in the wards including both High
Care (Resus unit) and Intensive Care Unit and ensuring set standards are maintained. Be responsible for all letters and assist patients with SASSA forms and medico-legal issues and forms. Conduct research in the field of general surgery and trauma.

ENQUIRIES: Dr. N. Naidoo Tel No: (084) 4247410 or Tel No: (039) 688 6000 ext. 6267 or Dr. M. Panajatovic Tel No: (039) 688 6147

APPLICATIONS: Application should be submitted for attention: Human Resource Manager, Port Shepstone Regional Hospital, P/Bag X 5706, Port Shepstone, 4240.

FOR ATTENTION: Mr. ZM Zulu

NOTE: Application for employment (Z83). Certified copy of Identity document. Certified copy of Matric, MBChB qualification. Certified copy of Specialist qualification/equivalent. Certified copy of HPCSA Registration as a Specialist. Proof of payment of HPCSA annual fees or relevant Certificate. Detailed Curriculum vitae. NB: Application form (Z83) and C.V. with certified copies of ID, educational qualifications. Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes 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). The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verification

CLOSING DATE: 13 December 2019 at 16h00

POST 43/107: MEDICAL SPECIALIST (FAMILY MEDICINE) (GRADE 1 - 3) REF NO: NKAH 08/2019

Department: Medical Component
(Re-Advertisement: Those who applied previously do not need to re-apply)

SALARY:
Grade 1: R 1 106 040 - R 1 173 900 (Salary Package)
Grade 2: R 1 264 623 - R 1 342 230 (Salary Package)
Grade 3: R 1 467 651 - R 1 834 890 (Salary Package)
Other Benefits: In-hospital Allowance of 18%

CENTRE: Nkandla District Hospital

REQUIREMENTS:
MBCHB Qualification. Appropriate qualification that allows for registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in a normal speciality (i.e. Family Medicine). Current registration with Health Professionals Council of South Africa (HPCSA) as a Medical Specialist in Family Medicine. Unendorsed valid Code B driver’s licence (Code 08). Proof of current and previous working experience endorsed by Human Resource Department (Certificate of Service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Grade 1: (No experience required) Grade 2: (5 years’ experience after registration with the HPCSA as Medical Specialist Grade 3: (10 years’ experience after registration with the HPCSA as a Medical Specialist NB: Appointees will be expected to participate in the clinical teaching of undergraduate and/or postgraduate students Knowledge, Skills, Attributes And Abilities Sound clinical knowledge and experience in the relevant discipline. Knowledge of current Health and Public Service legislation, regulation and policy including medical ethics, epidemiology and statistics. Good communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development.

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

ENQUIRIES
APPLICATIONS
NOTE

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

CLOSING DATE
POST 43/108
SALARY
CENTRE REQUIREMENTS

Grade 1: R1 106 040 per annum (all inclusive salary packages) (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).

Durban Functional Region and Ilembe District

MBChB or equivalent, FCP (SA) or equivalent. Current Registration with HPCSA as a Specialist Physician. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions
Council of South Africa. **Grade 1:** requires appropriate qualification plus registration with Health Professions Council as a Specialist Physician. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. **Grade 2:** requires appropriate qualification and a minimum of 5 years post registration experience as a Specialist Physician. **Grade 3:** requires appropriate qualification and a minimum of 10 years post registration experience as a Specialist Physician. Candidates will be entitled to receive the necessary allowances while rotating through Stanger and IALCH.

**Knowledge, Skills, Training and Competency Required:**
- Drivers Licence and own transport.
- Ability to teach and supervise registrars, medical officers, interns, medical students, ancillary and nursing staff.
- Management Skills: Good administrative, decision making and communication skills.
- Knowledge of the ethical and academic basics of research principles.
- In-depth knowledge of medical ethics and its application to nephrology.

**DUTIES:**
Rotating post (1) between Inkosi Albert Luthuli Hospital and General Justice Gizenga Mpanza Regional Hospital. The rotation periods for the post will be at 6 monthly intervals between each hospital for a total of 4 years. Function as a Senior Registrar in the Nephrology department. To be actively involved at IALCH and the Durban functional region in the operation of the unit for a period of 6 months in the year. Manage acute and chronic haemodialysis, peritoneal dialysis, transplantation, acute and chronic kidney disease. Supervise and manage medical officers, medical registrars and allied staff at IALCH.

Participate in the academic programme in the Department of Medicine at Nelson R Mandela School of medicine, including student teaching and undergraduate exams while rotating at IALCH and General Justice Gizenga Mpanza Regional Hospital. Actively participate in the academic programme of the Department of Nephrology. Perform audits and be involved in the operational planning and research in the Department of Nephrology and Internal Medicine at General Justice Gizenga Mpanza Regional Hospital. Manage a medical firm during 6 monthly rotations in General Justice Gizenga Mpanza Regional Hospital. Supervision of medical registrars, medical officers, interns and medical students in General Justice Gizenga Mpanza Regional Hospital. Participate in the academic programme, research and management of internal medicine at General Justice Gizenga Mpanza Regional Hospital. Function as a general physician with an interest in nephrology at Stanger Hospital. Perform clinical outreach duties within ILembe district while at General Justice Gizenga Mpanza Regional Hospital. Develop a renal referral system for the surrounding districts. Participate in and supervise outpatient nephrology clinics, haemodialysis and peritoneal dialysis units. Work with a multidisciplinary renal team at Stanger Hospital. The successful candidate is required to participate in Compulsory after-hours overtime work during both rotations.

**ENQUIRIES:**
Dr BD Ramjiwan Tel No: (032) 4376263/ Tel No: (032)4376000 or Prof A Assounga: Tel No: (031) 2401324/0312401325

**APPLICATIONS:**
Applications to be forwarded to: Human Resources Department, The Human resource manager, General Justice Gizenga Mpanza Regional Hospital, Private Bag x10609, Stanger 4450

**FOR ATTENTION:**
Mr. S. Govender

The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualifications (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ST 21/2019. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the Intellectual Property (CIPC). The Department reserves.
The right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Emailed or faxed applications are not allowed.

**Closing Date:** 20 December 2019

**POST 43/109:** MEDICAL SPECIALIST REF NO: MEDSPECANAESTH/4/2019 (X4 POSTS)

**Department:** Anaesthetics

**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:**
- Current Registration with the Health Professions Council of South Africa as a specialist. **Grade 1:** requires appropriate qualification plus registration with the Health Professions Council of South Africa. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. **Grade 2:** requires appropriate qualification, registration certificate plus 5 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. **Grade 3:** requires appropriate qualification, registration certificate plus 10 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology.

Recommendations:
- Candidates who have successfully passed the FCA 2 examination and completed or submitted their MMED’s for publication/examination, and are registrable with the CMSA within 6 months of the interviews, may also apply. For newly qualified applicants, performing duties as acting consultant will be considered an advantage. Experience and interest in Anaesthesia for Cardiothoracic and Neurosurgery anaesthesia will be an advantage. Knowledge, Skills, Training And Competencies Required:
  - Knowledge and skills in Clinical Anaesthesia, including Paediatric Anaesthesia, Anaesthesia for High Risk Obstetrics, Perioperative Medicine, Emergency and Trauma Anaesthesia, Acute and Chronic Pain, Anaesthesia for Cardiothoracic Surgery, Neurosurgery Anaesthesia and Head and Neck Surgery and Specialized Surgery Services. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team, in a tertiary/quaternary level setting, and the ability to triage emergencies. Behavioural attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships. Management ability, sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.

**Duties:**
- Assist the Anaesthetic head of department and heads of clinical units with provision of Anaesthetic services at IALCH and the Durban metropolitan area, as required. Assist the head of department and heads of clinical units with the monitoring of these services to identify needs, and to advise as to the formulation and implementation of staffing and health care programmes in the areas related to Anaesthesia. Assist with the perioperative management of patients in the pre anaesthetic clinic, theatre and the Post Anaesthesia Care Unit. Assist with the management of acute and chronic pain in the Pain Clinic and the wards. Provide a consultative service on Anaesthesia related matters at IALCH within the staffing norms. Provide after-hours Anaesthetic consultative service for the theatres and units based at IALCH when on call (nights, weekends, public holidays), within the prescribed limits. Assist the head of department and heads of clinical units with the development, revision and implementation of guidelines, protocols and clinical audits, to optimise patient care in the theatres and wards with the resources available. Be part of the multi-disciplinary team when deemed necessary. Optimise delegated use of Human and other resources. Assist with auditing the activity and outcomes of services of the Anaesthetic Department. Be actively involved in the Departmental undergraduate and post-graduate teaching programmes.

**Enquiries:** Dr S Bechan Tel No: (031) 240 1762

**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, matric certificate, 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**

13 December 2019

**POST 43/110**

MEDICAL SPECIALIST REF NO: MEDSPECRADONCO/2/2019

Department: Radiation Oncology

**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

**REQUIREMENTS**

MBChB or equivalent. Registration Certificate as a Specialist: Radiotherapy Oncologist with the HPC of SA and Current Registration Card with HPCSA. Experience: Grade 1: Experience: Not applicable. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with Health Professional Council of South Africa as a Specialist in Radiation Oncology. Grade 2: Five (5) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Specialist in Radiation Oncology. Grade 3: Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a Specialist in Radiation Oncology. Knowledge, Skills, Training and Competencies Required: Sound clinical knowledge within the discipline. Ability to deal with all oncological emergencies. Knowledge of ethical medical practice. Ability to assess, diagnose and manage adult patients with solid organ malignancies and selected lymphomas. Competent in the radiotherapy management of paediatric malignancies.

**DUTIES**

Provision of holistic care for oncology patients. Maintain medical records. Participate in the Quality Improvement Programmes of the Department/Hospital. Maintain clinical, professional and ethical standards. Be involved in community-orientated/outreach programmes including the provision of expert advice and services to all health facilities within the province as delegated. Participation in provision of postgraduate health personnel teaching. Attend departmental academic sessions and meetings. The successful applicant will be required to perform after hour duties and be part of a multi-disciplinary team when deemed necessary. Participate in Clinical Governance. Please note that the above duties will be performed at IALCH and Addington Hospital.

**ENQUIRIES**

Dr Shona Bhadree Tel No: (031) 240 1920

**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, matric certificate, 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 : 13 December 2019

POST 43/111 : ASSISTANT MANAGER NURSING (AREA) REF NO: EMP36/2019

SALARY : Grade 1: R562 800 - R652 437 per annum. Other Benefits: 8% In-Hospitable Allowance, 13th Cheque, home owners (Employee must meet prescribed requirement), medical aid (optional)

CENTRE : Empangeni

REQUIREMENTS : The appointment to Assistant Manager Nursing (General) Gr1, requires Diploma/Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse, Certificate of Registration with SANC, Annual registration with SANC (2019), A minimum of eight (8) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing, At least three years of the experience referred to above must be appropriate/recognizable experience at management level. Proof of employment/Certificate of Service endorsed by the Human Resource office must be attached to application. Knowledge, Skills, Attributes And Abilities: Knowledge of Public Service Acts, regulations and policies, Knowledge of SANC rules and regulations, Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks, Good communication, verbal, written, leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patient’s Rights Charter, Code of Conduct. Team building and diversity Management skills. Good Leadership Skills.

DUTIES : Provision of strategic leadership and directive during night duty services. Demonstrate effective communication with supervisors, other health professionals and support services personnel and junior colleagues, including more complex report writing when required. Ability to direct a multi-disciplinary team to ensure good patient care. Ensure provision of quality patient care services. Advocate for the maintenance of good clinical governance throughout the facility. Work effectively and amicable, at management level, with persons of diverse intellectual, cultural, racial or religious difference. Deal with disciplinary and grievance matters in monitoring of absenteeism. Able to manage own work and of units reporting to the post, and to ensure appropriate interventions to enhance nursing services. Able to develop and maintain a nursing service environment that promotes the rights of patients, advocating and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate the required computer literacy to adequately manage information according to the requirements of the hospital. Able to plan, maintain and control the nursing services budget for the relevant area. Manage all complaints in an amicable manner.

ENQUIRIES : Miss EPCN Mtshali Tel No: (035) 907 7005

APPLICATIONS : All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital Private Bag X20005, Empangeni, 3880. Physical Address: 21 Union Street, Empangeni, 3880.

FOR ATTENTION : Deputy Director Human Resources: Mr SM Ndabandaba Tel No: (035) 9077011

NOTE : All Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or
from the website www.kznhealth.gov.za. The Z83 form must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on Z83. A recent, comprehensive CV, specifying all qualifications and experience, with respective date and certified copies of qualifications and ID must be attached. General information: Short-listed candidates must available for interviews at a date and time determine by the KZN Department of Health. 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). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T, Resettlement & relocation claims will not be processed.

CLOSING DATE: 13 December 2019

POST 43/112: ASSISTANT MANAGER NURSING: GENERAL (MONITORING AND EVALUATION) REF NO: OTHO/ CHC 20/2019 (X1 POST)

SALARY: Grade 1: R562 800 per annum. (OSD). Other Benefits: 13th Cheque, 12 % rural allowance, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)

CENTRE: Othobothini CHC (Jozini)

REQUIREMENTS: Senior Certificate/STD 10/ Grade12. Basic R425 qualification (diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. A minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. At least Code 08 driving licence. Proof of current registration with SANC (2019). Knowledge and understanding of legislative framework governing the public service including knowledge of HR and Finance policies and practices. Good communication, report writing and facilitation skills. Ability to work in a multidisciplinary team setting and maintaining meaningful relationship with a diverse community. Ability to plan and organize own work time, and that of supervised personnel. Planning, coordinating and organising skills. Conflict Management and negotiation skills. Leadership skills and problem solving and skills. Certificate of Service/ proof of experience endorsed by HR.

DUTIES: Co-ordinate the development of service delivery operational and improvement plans for facility and attached clinics. Implement, monitor and evaluate early warning system on the implementation of institutional plans. Manage, supervise and oversee Data Management, Quality Assurance and Infection Prevention and Control programs in the institution and attached clinics. Coordinate the development, compilation and alignment of all institutional plans with the District Health plan. Oversee the development, implementation and maintenance of a reliable and accurate information management system in line with Departmental policy and system imperatives. Ensure that the facility meets deadlines of reporting by compiling and submitting institutional reports on time. Actively monitor and evaluate the performance of institutional performance, compile reports on deviation and inform management timely. Coordinate the formulation and functioning of all clinical governance committees. Actively drive quality assurance and service excellence initiatives and ensure implementation of the total quality management framework. Coordinate staff training and updates on quality health care initiatives for ensuring service excellence.

ENQUIRIES: Mr R.M.S. Ngcobo Tel No: (066) 3830 886
APPLICATIONS : Please forward applications quoting reference number to: The Human Resources Manager, Othobothini CHC, Private Bag X 012, Jozini, 3969 or hand deliver to Othobothini CHC HR Department.

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

CLOSING DATE : 13 December 2019

POST 43/113 : OPERATIONAL MANAGER (HAST & TB SERVICES) (GRADE 1) REF NO: PCHC 13/2019

SALARY : R562 800 per annum. Benefits: 13th Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)

CENTRE REQUIREMENTS : Phoenix Community Health Centre

Senior certificate/ Matric or equivalent plus Basic R425 qualification -Degree / Diploma in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. One year post basic qualification in Primary Health Care. Proof of current registration with SANC as a Professional Nurse (2019/2020 receipt). A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to the above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. Proof of experience and certificate of service from current/previous employers must be stamped, signed and endorsed by Human Resource must be attached. Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislation such as Nursing Acts, Mental Act, OH&S Act, Knowledge of nursing care processes and procedure, Batho Pele Principles and Patients Right Charter, Labour Relations Act, Grievance Procedure etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

DUTIES : Ensure implementation of TB/HIV prevention programme in the sub district (High Transmission area/STI/Condom distribution and MMC in line with the district Health Plan. Participate actively in Operation Sukuma Sakhe programme. Monitor indicators which measures TB/HIV prevention practices in the sub district, provide support and report findings to the sub district health management. Work as a part of multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and with multidisciplinary team. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the institution and all sub district facilities and give guidance. Monitor implementation and performance of TB/HIV indicators on daily, weekly and monthly basis, provide feedback to sub district management. Participate in conduction of clinic open days within the sub district. Plan, organize and conduct community rallies and events that conveys health messages and practices which support health programmes strategies. Participate in activities aimed at fully integrating HIV, AID and TB prevention programmes to the main stream of health care services within the sub district.

ENQUIRIES : Mr MA Ndlovu (Deputy Manager Nursing) Tel No: (031) 538 0808

APPLICATIONS : Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe 4300

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FOR ATTENTION

NOTE

Ms H.S Khuzwayo

Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy, Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 02/2018. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply.

CLOSING DATE

13th December 2019

POST 43/114

OPERATIONAL MANAGER (STARWOOD PHC) (GRADE 1) REF NO: PCHC 14/2019

SALARY

R562 800 per annum. Benefits: 13th Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)

CENTRE

Starwood PHC (Phoenix Community Health Centre)

REQUIREMENTS

Senior certificate/Matric or equivalent plus Degree/Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Current registration with SANC as a General Nurse, Midwifery and Primary Health Care Nursing. Current SANC receipt (2019/2020). A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional nurse with SANC in General nursing at least 5years must be appropriate/recognizable experience after obtaining the one year post basic qualification in PHC. Proof of experience and certificate of service from current/previous employers must be stamped, signed and endorsed by Human Resource must be attached. Recommendations: Valid Code 08 driver’s license Knowledge. Computer literacy. Skills, Attributes and Abilities required: Knowledge of nursing care processes and procedures nursing statues and other relevant legal frameworks such as: occupational Health and safety, Patients right charter, Batho Pele Principles, Labour Relations Act, Grievance Procedure etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and solving abilities within the limit of the public sectorand institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills.

DUTIES

Work as part of multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and with multidisciplinary team. Ensure the effective communication with patients, community and with multidisciplinary team. Ensure the effective and efficient allocation of resources, including the development of staff, budgetary, procurement planning inputs and maintenance of the prescribed information management systems. Undertake comprehensive supervision of staff. Participate in the analysis and formulation of nursing policies and procedures. Undertake monitoring and evaluation functions at the clinic and catchment area, ensuring verified data returns, analysis of data for local use and if required plan and implement corrective actions. Deal with disciplinary issues, grievances and other labour issues including monitoring and managing absenteeism. Provide direct and indirect supervision of all staff within the institution and all sub district facilities and give guidance. Monitor implementation and performance of TB/HIV indicators on daily, weekly and monthly basis, provide feedback to sub district management. P Ensure the development and review a community profile to ensure focused emphasis on the health promotion and prevention of diseases to provide community based activities for health promotion and disease prevention. Participate in conduction of clinic open days within the sub district. Participate in activities aimed at fully integrating HIV, AID and TB prevention programmes to the main stream of health care services.

ENQUIRIES

Mr MA Ndlovu (Deputy Manager Nursing) Tel No: (031) 538 0808

APPLICATIONS

Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe 4300.

FOR ATTENTION

Ms H.S Khuzwayo
Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy, Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 02/2018. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply.

Closing Date: 13th December 2019

Post 43/115: Radiographer – Ultrasoundographer Ref No: RADULTRASONOGRAPHER/1/2019 (X1 POST)

Department: Cardiology

Salary:

Grade 1: R395 703 per annum, Plus 13th cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements.

Grade 2: R466 119 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.

Grade 3: R549 066 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.

Centre: Inkosi Albert Luthuli Central Hospital

Requirements:

Diploma or Bachelor degree in Radiography (Ultra Sonography). Current registration with the Health Professions Council of South Africa as a Radiographer (Ultra Sonographer). Four (4) years ‘appropriate experience after registration with Health Professions Council of South Africa (HPCSA) as Diagnostic Radiographer. Experience: Grade 1: Four (4) years ‘appropriate experience after registration with Health Professions Council of South Africa (HPCSA) as Diagnostic Radiographer. Applicants with a four (4) year Radiography speciality qualification (not in possession of Diagnostic Radiography qualification) who do not have experience as Diagnostic Radiographer may apply and will be appointed as Diagnostic Radiographer and will be paid a Diagnostic Radiographer salary. Current Community Service workers can apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as Radiographer (Ultra Sonographer). Grade 2: Minimum 14 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 10 years must be after registration as Radiographer (Ultra Sonographer). Grade 3: Minimum 24 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer of which 20yrs must be after registration as a Radiographer (Ultra Sonographer). Knowledge, Skills, Training and Competencies: Sound knowledge of Echocardiographic procedures and ultrasound equipment. Knowledge of relevant Health and Safety policies. Sound planning and organizational skills. Sound communication and problem solving skills Computer literacy.

Duties:

Perform all echocardiographic and assist with semi-invasive procedures in the Echo Laboratory. Scan and report on echocardiographic findings. Participate in the departmental outreach and teaching programme. Take an active role of high quality service in line with Batho Pele principles. Must be prepared to multi-skill in all areas of technology including research. Perform any other duties relevant to the work situation, which may be allocated by the supervisor or the head of department. Participate in call duties.

Enquiries:

Prof D.P Naidoo Tel No: (031) 2402207

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, matric certificate, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the
requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APR0/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE : 13 December 2019

POST 43/116 : CLINICAL NURSE PRACTITIONER (PHC) REF NO: NKAH 09/2019 (X1 POST)
Department: Primary Health Care: School Health Services
(Re-Advertisement: Those who applied previously need to re-apply)

SALARY : Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 330 – R579 696 per annum
Other Benefits: 13th Cheque, Medical Aid, (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% Rural Allowance.

CENTRE : Nkandla Hospital

REQUIREMENTS : Senior Certificate (Grade 12). Degree/National Diploma in nursing that allows Registration with the SANC as a Professional Nurse and Midwifery. A post-basic nursing qualification, with a duration of at least 1(one) year accredited with SANC in Clinical Nursing Science, Health Assessment, Treatment and Care). Current SANC receipt (2019). Proof of current and previous work experience endorsed and stamped by Human Resource Department i.e. (Certificate of Service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Grade 1: A minimum of four (4) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of fourteen (14) years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate/recognizable after obtaining one (01) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care Knowledge, Skills, Attributes and Abilities Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards as determined by Primary Health Care. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organising, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving, disciplinary and co-ordination skills.

DUTIES : Provide comprehensive Primary Health Care services to all learners in their catchment population. Attend to assessment and immunisation campaign required by the Department of Health. Treat, screen, educate and refer the learners accordingly. Attend to administrative duties and supervision. Conduct programmes and monthly statistics. Responsible for smooth running of the programmes in the schools.

ENQUIRIES : Mrs. SJ Nguse Tel No: (035) 833 5047
APPLICATIONS : Applications should be directed to: The Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855.

FOR ATTENTION : Mrs. SG Masikane
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae,
certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview. African males are encouraged to apply.

CLOSING DATE : 13 December 2019
POST 43/117 : CLINICAL NURSE PRACTITIONER (STARWOOD PHC) (GRADE 1) REF NO: PCHC 12/2019 (X1 POST)

SALARY : R383 226 per annum. Benefits: 13th Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)
CENTRE : Starwood PHC (Phoenix Community Health Centre)
REQUIREMENTS : Senior certificate/Matric or equivalent plus Degree/Diploma in General Nursing, Midwifery plus one year post basic qualification in Primary Health Care. Proof of current registration with SANC as General Nursing and Primary Health Care (2019/2020 receipt). Experience: Grade 1: A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Certificate of service from current/previous employers stamped by HR must be attached: Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislation such as Nursing Acts, Mental Act, OH&S Act, Knowledge of nursing care processes and procedure, Batho Pele Principles and Patients Right Charter, Labour Relations Act, Grievance Procedure etc, Display a concern for patient, promoting and advocating proper treatment , Sound understanding of legislation and related ethical nursing practices within a primary health care environment, Report writing skills, Time management skills, Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal skills. Good sight of procedures and policies pertaining to nursing care, Ability to assist in formulation of patient care related polies.

DUTIES : Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined from a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment Work effectively and amicably at a supervisory level, with person of ineret intellectual, culture race or religious differences. Able to manage own work time and that of junior colleagues to ensure proper nursing service in a unit Develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Supervision of patient and provision of basic patient needs eg oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to client including administering of prescribed medication and ongoing observation of patient in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilisation and safe keeping of basic medical, surgical pharmaceutical and stock.

ENQUIRIES : Mr MA Ndlovu (Deputy Manager Nursing) Tel No: (031) 538 0808
APPLICATIONS: Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe 4300.

FOR ATTENTION: Ms H.S Khuzwayo

NOTE: Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy, Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 02/2018. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply.

CLOSING DATE: 13 December 2019

POST 43/118: PROFESSIONAL NURSE (SPECIALTY) GRADE 1 & 2: OPERATING THEATRE REF NO: PNS2/OT/2019 (X4 POSTS)

SALARY: Grade 1: R383 226 - R444 276 per annum
Grade 2: R471 333 - R579 696 per annum
Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)

CENTRE: Addington Hospital: KwaZulu-Natal

REQUIREMENTS: Degree/Diploma in General Nursing and Midwifery. Registration Certificate with SANC as a General Nurse and Midwife. Degree/Diploma – Post Basic qualification – Operating Theatre Nursing Science. Post Basic registration certificate accredited by SANC in the relevant Specialty: Operating Theatre Nursing Science. Current registration receipt with SANC. In-Service applicants to produce SAQA verification if available may be requested from your Human Resource Dept. Certified copies of certificates of service stating relevant experience as a Professional Nurse AND Professional Nurse (Speciality) experience in Operating Theatre. Updated Curriculum Vitae with email address indicated. Experience Grade 1: A minimum of 4 years appropriate recognizable experience in Nursing after registration as a Professional Nurse and Midwife with the South African Nursing Council. Must have at least one year Post Basic Operating Theatre experience after obtaining the 1 year post-basic Qualification is the relevant speciality. Grade 2: A minimum of 14 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/Recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Recommendation: At least 1 – 2 years’ experience in Operating Theatre Nursing would be an advantage. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project Management skills. Must have good knowledge of Cardiac Conditions. Basic Computer skills.

DUTIES: Provide comprehensive, quality nursing care to patients/clients in a speciality unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order appropriate level
ENQUIRIES

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DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS

of consumables and monitor utilization. Ensure that equipment in the unit is adequate and is checked and functional. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records. Hours Of Duty: 40 Hours per week. Shift work – Day and Night duty.

Ms T Wanda Tel No: (031) 327 2000

All applications to be posted to: The Human Resource Dept, Addington Hospital, P O Box 977 Durban, 4000 Or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.

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. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview. Employment Equity For The Post Is: African Male Note: Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender. African Male.

18 December 2019

DEPARTMENT OF SOCIAL DEVELOPMENT

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

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

EThekweni North

EThekweni South and Ilembe Districts

Department of Social Development, Private Bag X1503 Durban: 4000 or hand deliver to: 214 Dr Pixley KaSeme Street, 8th Floor Durban 4000. Attention: Ms TN Ndlovu.

UMgungundlovu, UGu and Harry Gwala Districts

The District Director: Department of Social Development, Private Bag X1724, Pietermaritzburg: 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg 3201. For Attention: Mr PC Madonsela.

Zululand District

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

UMkhanyakude District

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

King Cetshwayo District

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

UMzinyathi District

The District Director: Department of Social Development, Private Bag X2057 Dundee, 3000 or hand deliver to 50 Gray Street, Dundee, 3000. Attention: Mr CM Ndaba.

Amajuba District

The District Director: Department of Social Development, Private Bag X6680; Newcastle; 2940 or hand deliver to 941 Church Street, Charlestown; 2940. Attention: Mr TM Nguse.
UThukela District: The District Director: Department of Social Development; Private Bag X9917 Ladysmith; 3370 or hand deliver to 108 Rholihlahla Street; Peters; Ladysmith; 3370. For Attention: Mr PM Mpanza.

CLOSING DATE : 13 December 2019
NOTE : Applications must be submitted on form Z83 and should be accompanied by a CV and original certified copies of all educational qualifications, Identity document and A valid driver’s licence required by the post advertised. Applications must be forwarded to relevant address. Applicants must indicate the reference number of the post applied and the centre on Form Z83. Application forms Z83 (Application for Employment) should be fully completed and signed by the applicant. Under no circumstances will faxed or e-mailed applications be accepted. The Department is an Equal Opportunity Affirmative Action employer. Applicants who will promote the achievement of employment equity targets and who meet minimum appointment requirements will be given preference. The employment is subject to signing of the employment contract and annual performance agreement. The candidates will be required to undergo security clearance, competency based assessment and to disclose financial interests in accordance with relevant prescripts. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his/her application was not successful.

MANAGEMENT ECHELON

POST 43/119 : DEPUTY DIRECTOR-GENERAL: SOCIAL SERVICES REF NO: DSD01/03/2019HO
(Re-advertisement)
SALARY : R1 521 591 per annum (Level 15) (All-inclusive remuneration package)
CENTRE : Head Office
REQUIREMENTS : Qualifications: Honours Degree in Social Work (NQF Level 8); Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with the South African Council for Social Services Profession as a Social Worker. 8-10 years of experience at a Senior Managerial level. A valid driver’s licence. Knowledge: Constitution of the Republic of South Africa; Policy analysis; Public Service Regulations; Labour Relations Act and relevant Regulations; Public Service Act; Social Welfare Laws; Community Development; Administrative Law; Research Methodology; PFMA and Treasury Regulations; Provincial Growth and Development Plan; Organizational behaviour analysis; Employee Performance Management and Development Systems. Skills/ Core competencies: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy analysis and development; computer literacy; communication, presentation and negotiation.
DUTIES : Manage the provision of social services; Manage the provision of community development; Integrate, coordinate and manage service delivery at District Offices; Manage the provision of quality assurance services; Provide leadership and strategic direction to the Branch and inputs to the Department strategy; Manage resources of the branch.
ENQUIRIES : Mr SG Ngubane Tel No: (033) 348 5518

POST 43/120 : CHIEF DIRECTOR: STRATEGY AND SYSTEMS REF NO: DSD02/03/2019HO
(Re-advertisement)
SALARY : R1 251 183 per annum (Level 14) (All-inclusive remuneration package)
CENTRE : Head Office
REQUIREMENTS : Qualifications: Bachelor’s Degree in Public Administration (NQF Level 7); A minimum of 5 years’ experience at a senior managerial level in strategy and planning environment; A valid driver’s licence. Knowledge: Working knowledge of the Public Service; Policy Analysis and development; Public Service Act and Regulations; Labour Relations Act and Relevant Regulations; Interpretation of Statute; Administrative Law; Research Methodology; PFMA and Treasury Regulations; Organizational behaviour analysis; Strategic business management; Ministerial Handbook; Social Dynamics of KwaZulu-Natal Communities; Basic Conditions of Employment Act; Promotion of Equality and
Prevention of Unfair Discrimination Act and other relevant Acts/Legislative Mandates. Skills/Core competencies: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy analysis and development; computer literacy; communication, presentation and negotiation.

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

**ENQUIRIES:** Mr SG Ngubane Tel No: (033) 348 5518

**POST 43/121:** CHIEF DIRECTOR: INSTITUTIONAL OPERATIONS MANAGEMENT (NORTH AND MIDLANDS REGIONS) (X2 POSTS)

**SALARY:** R1 251 183 per annum. (Level 14) (All-inclusive remuneration package)

**CENTRE:** North and Midlands Regions:
- North Ref No: DSD03/03/2019HO
- Midlands Ref No: DSD04/03/2019HO

**REQUIREMENTS:**
- Qualifications: Bachelor’s Degree in Social Work (NQF Level 7); Registration with the South African Council for Social Service Professions as a Social Worker; Proof of current registration with the South African Council for Social Services Profession as a Social Worker; A minimum of 5 years’ experience at a senior management in the Social Work environment; A valid driver’s licence.
- Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Labour Relations Act; Public Finance Management Act; Treasury Regulations; Research Methodology; Policy Analysis and Development; Knowledge management; Organisational behaviour analysis; Strategic business management; Community Development; Welfare Laws; National Development Plan; Provincial Growth and Development Plan; Service delivery frameworks; Employee Performance Management and Development System. Skills/Core competencies: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy analysis and development; computer literacy; communication, presentation and negotiation.

**DUTIES:**
Provide strategic coordination and facilitate the delivery of services; Ensure the provision of support services to the district offices; Ensure the development and implementation of policies; Provide leadership and strategic direction to the Chief Directorate and input to the Department; Manage resources of the Chief Directorate.

**ENQUIRIES:** Mr SG Ngubane Tel No: (033) 348 5518

**POST 43/122:** DIRECTOR: HIV/AIDS AND SUPPORT REF NO: DSD07/03/2019HO
(Re-advertisement)

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

**CENTRE:** Head Office

**REQUIREMENTS:**
- Qualifications: Bachelor’s Degree in Social Work (NQF level 7); Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A minimum of 5 years’ experience at a middle/senior managerial level in social work environment; A valid driver's licence. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Social Welfare Laws; Community Development Laws; Public Finance Management Act and Treasury Regulations; Employment Equity Act; Research Methodology; National Development Plan; Youth Development Policy; Community Outreach; Service Delivery Frameworks; Employee Performance Management and Development System. Skills/Core Competencies: strategic capability and leadership; people management and empowerment; financial management; change
DUTIES : Manage the provision of care and support to those affected and infected with HIV/AIDS; Manage the provision of Social Relief of Distress; Ensure integration of HIV/AIDS support services with other stakeholders; Manage the development and implementation of policies; Provide leadership and strategic direction to the Directorate and input to the Department Strategy; Manage resources of the Directorate.

ENQUIRIES : Ms PF Luthuli Tel No: (033) 264 2053

POST 43/123 : DIRECTOR: UTHUKELA AND ILEMBE DISTRICTS (X2 POSTS)
(Re-advertisement)

SALARY : R1 057 326 per annum. (Level 13) (All-inclusive remuneration package)
CENTRE : uThukela and Ilembe Districts:
UTHukela District Ref No: DSD08/03/2019UTH
Ilembe District Ref No: DSD10/03/2019ILEMB

REQUIREMENTS : Qualifications: Bachelor’s Degree in Social Work (NQF level 7); Registration with the South African Council for Social Service Professions as a Social Worker; Proof of current registration with South African Council for Social Service Professions as a Social Worker; A minimum of 5 years’ experience at a middle/senior managerial level; A valid Driver’s licence. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Fraud Prevention Strategies; Social Welfare Laws; Labour Relations Act; Non-Profit Organisations Act; Basic Conditions of Employment Act; Procurement Legislation; Public participation; Employee Performance Management and Development Systems; Community Outreach; Service Delivery Frameworks; Social dynamics of KwaZulu-Natal Communities; Provincial Growth and Development Plan. Skills/Core Competencies: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy analysis and development; computer literacy; communication, presentation and negotiation.

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

ENQUIRIES : Ms NPD Hlatshwayo (UThukela District) Tel No: (036) 634 6600
Ms A Mbatha (Ilembe District) Tel No: (031) 336 8704

POST 43/124 : DIRECTOR: OLDER PERSONS AND PERSONS WITH DISABILITIES REF NO: DSD12/03/2019HO
(Re-advertisement)

SALARY : R1 057 326 per annum. (Level 13) (All-inclusive remuneration package)
CENTRE : Head Office

REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work (NQF level 7); Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with the South African Council for Social Services Profession as a Social Worker; A valid driver's licence; A minimum of 5 years’ experience at a middle/senior managerial level in the social work environment. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Knowledge of policy analysis and development; Labour Relations Act; Welfare Laws; Research Methodology; Public Finance Management Act; Treasury Regulations; Organizational behaviour analysis; Strategic business management; Employee Performance Management and Development System. Skills/ Core competencies: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy
analysis and development; computer literacy; communication, presentation and negotiation.

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

**ENQUIRIES**
Ms PF Luthuli Tel No: (033) 264 2053

**OTHER POSTS**

**POST 43/125**
**SERVICE OFFICE MANAGER (X3 POSTS)**

**SALARY**
R869 007 per annum (Level 12) (all-inclusive remuneration package)

**CENTRE**
Obuka Service Office Ref No: DSD15/03/2019 OBUK
Mbabazane Service Office Ref No: DSD016/03/2019 MBAB
KwaMsane Service Office Ref No: DSD17/03/2019 KWAMSA

**REQUIREMENTS**
Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services as a Social Worker; Proof of Current Registration with the South African Council for Social Services as a Social Worker; A valid driver’s licence; 3 to 5 years’ junior managerial experience in Social Services. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Legislation pertaining to Social Welfare service delivery; Understanding of SASSA functions; Social dynamics of KwaZulu-Natal communities; Human Resource Management; Labour Relations Act; Service Delivery frameworks; Public Participation; Community outreach; Employee Performance Management and Development System. Skills: Communications; Interpersonal relations; Report writing; Financial management; Change management; Time management; Project management; Leadership; Diversity management; Decision Making; Counselling; Service delivery innovation; Client orientation and customer focus; Presentation; Facilitation; Problem Solving and analysis; Conflict Resolution; Interviewing; Computer literacy; Numeracy; Language skills.

**DUTIES**
Provide Social Welfare Services; Provide Community Development Services; Ensure the provision of Corporate Support Services; Ensure the implementation of Departmental policies and other relevant legislation in the day to day running of the office; Manage the resources of the Service Office.

**ENQUIRIES**
Mr ND Mchunu (Obuka Service Office) Tel No: (035) 797 1004
Ms NPD Hlatshwayo (Mbabazane Service Office) Tel No: (036) 634 6656
Ms B Mchunu (KwaMsane Service Office) Tel No: (035) 571 1000

**POST 43/126**
**MANAGER: SOCIAL WORK POLICY; YOUTH AND COMMUNITY BASED CARE; ECD AND PARTIAL CARE SERVICES REF NO: DSD19/03/2019 HO**

**SALARY**
Grade 1 – 2: R794 889 – R1 100 325 per annum

**CENTRE**
Head Office

**REQUIREMENTS**
Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A valid driver’s licence; A minimum of 10 years’ experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Labour Relations Act; Professional counselling; Research Methodology; Service delivery frameworks; Policy development and analysis; Ability to compile complex reports; Employee Performance Management and Development System. Skills: Change management; Counselling; Problem solving and analysis; Report writing; Policy development; Organizational; Communication; Interpersonal relations; Financial management; Research; Networking; Presentation; Facilitation; Monitoring and evaluation; Programme and Project management; Language; Computer literacy and Numeracy.

**DUTIES**
Keep up to date with new developments in the youth and community based care; ECD and partial care services to children and the youth; Plan and ensure that youth and community – based care; ECD and partial care services on policy research and development are undertaken; Develop policies and
strategies relevant to Youth and Community – based care; ECD and Partial care services; Manage resources of the sub-directorate.

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

POST 43/127 : DEPUTY DIRECTOR: FINANCIAL REPORTING AND INTERNAL CONTROL
REF NO: DSD20/03/2019HO

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

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

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

POST 43/128 : DEPUTY DIRECTOR: INTERGRATED ANALYSIS, PROVINCIAL PLANNING AND REPORTING REF NO: DSD21/03/2019HO

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

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

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

POST 43/129 : DEPUTY DIRECTOR: PROPERTY MANAGEMENT, OPERATING & MAINTENANCE REF NO: DSD22/03/2019HO

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

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

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

POST 43/130: ASSISTANT DIRECTOR: COMMUNITY DEVELOPMENT: POVERTY ALLEVIATION, SUSTAINABLE LIVELIHOODS AND COMMUNITY MOBILISATION: UMGUNGUNDLOVU DISTRICT REF NO: DSD23/03/2019UMGU

SALARY: Salary: Grade 1-2: R486 735 - R654 129 per annum

CENTRE: Umgungundlovu District

REQUIREMENTS: Qualifications: Bachelor’s Degree in Community Development/Development Studies; A minimum of 8 years’ experience in Community Development field/arena; Knowledge: Understanding of individual and group behaviour; its interrelations within community structures; dynamic of the community and current legislation to enable interventions; Ability and competence to manage community development structures and projects; The ability to influence individuals and groups to participate in their own self-empowerment ventures; Public Service Management Act; Labour Relations.; Employee Performance Management and Development System. Skills: Problem Solving; Conflict resolution; Computer literacy; Written and verbal communication; Complex research; Financial Management; Presentation; Project management; Policy formulation and implementation; Driving.

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

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

POST 43/131: SOCIAL WORKER: CRIME PREVENTION AND SUPPORT REF NO: DSD24/03/2019ILEMB

SALARY: Salary: Grade 1-2: R384 228 – R714 795 per annum

CENTRE: Ilembe District

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

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

ENQUIRIES: Ms AD Adams Tel No: (031) 336 8818
POST 43/132

SOCIAL WORKER: OLDER PERSONS: UMKHANYAKUDE DISTRICT

REF NO: DSD25/03/2019UMKH

SALARY
Grade 1-2: R384 228 – R714 795 per annum

CENTRE
uMkhanyakude District

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

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

ENQUIRIES
Ms NV Gumede Tel No: (035) 571 1000

POST 43/133

SOCIAL WORK SUPERVISOR (X17 POSTS)

SALARY
Grade 1-2: R384 228 – R714 795 per annum

CENTRE
UMzimkhulu Service Office Ref No: DSD26/03/2019UMZ (X5 Posts)
Port Shepstone Service Office Ref No: DSD27/03/2019PORT (X2 Posts)
Umlazi Service Office Ref No: DSD28/03/2019UMLAZ (X2 Posts)
Obuka Service Office Ref No: DSD29/03/2019OBUK (X2 Posts)
Mbabazane Service Office Ref No: DSD30/03/2019MBAB
KwaMashu Service Office Ref No: DSD31/03/2019KWAM (X4 Posts)
Mahlabathini Service Office Ref No: DSD32/03/2019MAHL

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

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

ENQUIRIES
Mr MN Njomi (UMzimkhulu Service Office) Tel No: (079) 494 8856
Ms TS Sonjica (Port Shepstone Service Office) Tel No: (039) 682 4486
Mr ND Mchunu (Obuka Service Office) Tel No: (035) 797 1004
Ms NPD Hlatshwayo (Mbabazane Service Office) Tel No: (036) 634 6656
Mrs BT Mbuyazi (Mahlabathini Service Office) Tel No: (035) 873 8200

POST 43/134
ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT (X8 POSTS)

SALARY: R376 596 per annum (Level 09)
CENTRE: Harry Gwala Ref No: DSD33/03/2019HARRY
                  UGu Ref No: DSD34/03/2019UGU
                  EThekwini South Ref No: DSD35/03/2019ETHSD
                  ILembe Ref No: DSD36/03/2019ILEMB
                  UMkhananyakude Ref No: DSD37/03/2019UMKHA
                  King Cetshwayo Ref No: DSD38/03/2019KING
                  UMzinyathi; Amajuba Ref No: DSD40/03/2019AMAJ

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

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

ENQUIRIES:
Ms TW Gazu (Harry Gwala District) Tel No: (033) 264 2198
Mr S Govender (UGu District) Tel No: (033) 264 7907
Ms TN Ndlovu (EThekwini South District) Tel No: (031) 336 8705
Ms R Singh (ILembe District) Tel No: (031) 336 8718
Mr NH Siyaya (UMkhananyakude District) Tel No: (035) 571 1000
Ms NS Mbokazi (King Cetshwayo) Tel No: (035) 787 0008
Mr CM Ndaba (UMzinyathi District) Tel No: (017) 735 3822

POST 43/135
ASSISTANT DIRECTOR: FINANCIAL AND MANAGEMENT ACCOUNTING: (X8 POSTS)

SALARY: R376 596 per annum (Level 09)
CENTRE: Harry Gwala Ref No: DSD41/03/2019HARRY
                  UGu Ref No: DSD42/03/2019UGU
                  EThekwini South Ref No: DSD43/03/2019ETHS
                  ILembe Ref No: DSD44/03/2019ILEM
                  UMkhananyakude Ref No: DSD45/03/2019UMK
                  King Cetshwayo Ref No: DSD46/03/2019KING
                  UMzinyathi Ref No: DSD47/03/2019UMZ
                  Amajuba Districts Ref No: DSD48/03/2019AMAJ

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

**DUTIES**

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

**ENQUIRIES**

Mr AA Peters (Harry Gwala and UGu Districts) Tel No: (033) 264 7907
Ms TN Ndlou (EThekweni South District) Tel No: (031) 336 8705
Ms R Singh (ILembe District) Tel No: (031) 336 8718
Mr NH Siyaya (UMkhanyakude District) Tel No: (035) 571 1000
Ms NS Mbokazi (King Cetshwayo) Tel No: (035) 787 0008
Mr PP Ndaba (UMzinyathi and Amajuba Districts) Tel No: (036) 635 6609

**POST 43/136**

**ASSISTANT DIRECTOR: FINANCIAL REPORTING AND INTERNAL CONTROL REF NO: DSD49/03/2019HO (X2 POSTS)**

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Head Office

**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**

Mr BS Ndaba Tel No: (033) 264 5412

**POST 43/137**

**ASSISTANT DIRECTOR: MOVABLE ASSETS REF NO: DSD50/03/2019HO**

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Head Office

**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**

Ms W Mkondweni Tel No: (033) 264 2039

**POST 43/138**

**ASSISTANT DIRECTOR: INFRASTRUCTURE PLANNING AND DELIVERY REF NO: DSD51/03/2019HO**

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Head Office
**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**

Mr HB Ngwane Tel No: (033) 348 5590

**POST 43/139**

COMMUNITY DEVELOPMENT SUPERVISOR REF NO: OBUKA SERVICE OFFICE DSD52/03/2019OBUK (KING CETSHWAYO DISTRICT)

**SALARY**

Grade 1-2: R363 801 – R516 375 per annum

**CENTRE**

Obuka Service Office

**REQUIREMENTS**

Qualifications: Bachelor’s Degree in Community Development/Development Studies; A minimum of 7 years’ experience in Community Development field/arena; A valid driver’s licence; Knowledge: Public Service Act and Regulations; Batho Pele principles; Understanding of human behaviour and social system and legislation to assist with interventions at the point where people interact with their environments in order to promote self-empowerments; Ability and competence to coordinate community development structures; Understanding of social dynamics of communities; Employee Performance Management and Development System. Skills: Planning and organizing; Communication (verbal and written); Financial Management; interpersonal; presentation; monitoring and evaluation; people management; project management; Research and report writing; problem solving; Computer literacy; numeracy; language and driving.

**DUTIES**

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

**ENQUIRIES**

Mr ND Mchunu (Obuka Service Office) Tel No: 035 797 1004

**POST 43/140**

CORPORATE SUPPORT OFFICER (X9 POSTS) (Re-advertisement)

**SALARY**

R316 791 per annum (Level 08)

**CENTRE**

Vulamehlo Service Office Ref No: DSD54/03/2019VULA (UGu District) Hlanganani Service Office Ref No: DSD55/03/2019HHLANGA Umzinto Service Office Ref No: DSD56/03/2019UMZI Ugu District Mandeni Service Office Ref No: DSD57/03/2019MAND Ilembe District Nongoma Service Office Ref No: DSD58/03/2019NONG Zululand District Mondlo Service Office Ref No: DSD59/03/2019MOND Zululand District Kwabadala Centre for the Residential Care of Old Persons Ref No: DSD60/03/2019KWAB

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REQUIREMENTS:

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

DUTIES:

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

ENQUIRIES:

- Mr ST Mphuthi (Vulamehlo Service Office) Tel No: (039) 682 4486
- Ms MNN Mlambo (Hlanganani Service Office) Tel No: (039) 832 0017
- Ms NH Mkhize (Umzinto Service Office) Tel No: (032) 454 1219
- Ms HZ Ndlamini (Mandeni Service Office) Tel No: (035) 831 3300
- Ms HJ Mthembu (Nongoma Service Office) Tel No: (032) 454 1219
- Ms HJ Mthembu (Nongoma Service Office) Tel No: (032) 454 1219
- Ms HPT Ndlozi (Mondlo Service Office) Tel No: (034) 933 0855
- Ms PZ Mashazi (Kwabadala Centre for the Residential Care of Old Persons) Tel No: (035) 833 8012
- Ms NNN Hadebe (Bergville Service Office) Tel No: (036) 448 1363
- Ms NM Kubheka (Madadeni Service Office) Tel No: (034) 314 3085

POST 43/141:

- IT SPECIALIST: AMAJUBA, UMKHANYAKUDE, ZULULAND AND ILEMBE DISTRICTS (X4 POSTS)

REQUIREMENTS:

- Qualifications: National Diploma/ Bachelor’s Degree in Information Technology/ Computer Science/ Certified Novel Engineer/Microsoft Certified System Engineer; 2-3 years’ experience in Information Technology field. A Valid driver’s licence. Knowledge: Constitution for the Republic of South Africa; Public Sector; Public Service Regulations; Computer hardware and software; Operating systems and related topics; Network connectivity devices; fault logging system; Departmental objectives; Service delivery framework; Service level agreement; Departmental business processes; Policy analysis. Skills: Communication; Project Management; Problem solving; Decision making; Planning; Organizing; Interpersonal relations; Language; Numeracy; Computer; Driving.

DUTIES:

- Provide networking, server and desktop support services; Provide End-Users support (including fault resolution); Install and maintain software and hardware; Facilitate access to management information system; Monitor help desk services.

ENQUIRY:

- Mr TM Nguse (Amajuba District) Tel No: (017) 735 3822
- Mr NH Siyaya (UMkhanyakude District) Tel No: (035) 571 1000
- Ms FN Ntombela (Zululand District) Tel No: (035) 874 8504
- Ms R Singh (ILEMB District) Tel No: (031) 336 8718

POST 43/142:

- PERSONAL ASSISTANT (X4 POSTS)

REQUIREMENTS:

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

**DUTIES**
Provide secretarial/receptionist support service to the Director; Provide administrative support services; Provide support to the Director regarding meetings; Support the Director with the administration of the Directors budget; Study the relevant Public Service and Departmental prescripts/ policies and other documents.

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

**POST 43/143**
ADMINISTRATIVE OFFICER: STRATEGIC PLANNING AND ANALYSIS
REF NO: DSD72/03/2019HO

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

**CENTRE**
Head Office

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

**DUTIES**
Provide assistance in the development of strategic planning services; Provide input in the compilation of Operational Plans; coordinate the compilation of Department’s report and compilation of Departmental Project Plans; Administer the development and reviewing of the Departmental Annual Performance plan: Provide secretariat services at Committee meetings.

**ENQUIRIES**
Mr PR Madela Tel No: (033) 264 5411

**POST 43/144**
PROFESSIONAL NURSE: KHANYANI CYCC  REF NO: DSD73/03/2019KHANY (X2 POSTS)

**SALARY**
Grade 1-3: R256 905- R485 475 per annum

**CENTRE**
Khanyani CYCC

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

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

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

**POST 43/145**
COMMUNITY DEVELOPMENT PRACTITIONER (X6 POSTS)

**SALARY**
Grade 1-3: R217 659- R432 459 per annum
CENTRE : Phoenix Service Office Ref No: DSD74/03/2019PHOEN (EThekwini North District)  
Umlazi Service Office Ref No: DSD75/03/2019UMLAZ (EThekwini South District) (3 Posts)  
Ndwedwe Service Office Ref No: DSD76/03/2019NDWE (ILembe District)  
Melmoth Service Office Ref No: DSD77/03/2019MEL (King Cetshwayo District)

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

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

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