ANNEXURE I

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF ARTS AND CULTURE

APPLICATIONS: Applications quoting the relevant reference number should be forwarded as follows: The Director: Human Resources Management and Development: Department of Arts and Culture, Private Bag X 9140, Pietermaritzburg, 3200 or 171 Boshoff Street, Pietermaritzburg, 3200.

FOR ATTENTION: Mrs NIS Mbhele

CLOSING DATE: 03 January 2020

NOTE: Applications must be submitted on the prescribed form Z83 [obtainable from any Public Service Department office], which must be originally signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver’s license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Applicants, who do not receive confirmation or feedback within two (2) months from the closing date, must accept that their applications were unsuccessful. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number and the name of the publication in which they saw the advertisement. Applicants, who do not comply with the instructions indicated above, will be disqualified. Applications received after the closing date will be disqualified. Candidates should not send their applications through registered mail as the Department will not take the responsibility for non-collection of these applications. It is our intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups, especially in respect of people with disabilities, will receive preference. It must further be noted that all recommended candidates will be subjected to suitability checks prior to being appointed.

OTHER POST

POST 45/102: LIBRARIAN – CATALOGUING REF NO. DAC56/19 (X2 POSTS)

SALARY: R257 508 - R303 339 per annum (Level 07)

CENTRE: Head Office, Pietermaritzburg

REQUIREMENTS: An appropriate tertiary qualification in Library & information Science or equivalent relevant qualification, coupled with a minimum of one- two (1-2) years relevant experience in library services. Knowledge of an integrated library management system. Knowledge of WorldCat and database cataloguing protocols. Good understanding of cataloguing tools. Good communication skills (written and verbal). Computer Literacy (MS Word, Excel, PowerPoint, etc). Valid code 8/EB driver’s license.

DUTIES: Perform cataloguing and classification of library materials. Maintain the integrity of the catalogue. Provide professional guidance to community libraries. Liaise with stakeholders.

ENQUIRIES: Mrs G Padayachee Tel No: (033) 341 3000

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

OTHER POSTS

POST 45/103: MEDICAL SPECIALIST REF NO: MEDSPECGERIATRICS/1/2019 (X1 POST)
Department: Geriatrics

SALARY: Grade 1: R1 106 040 per annum (all-inclusive salary Package) excluding commuted overtime.

Grade 2: R1 264 823 per annum (all-inclusive salary Package) excluding commuted overtime.
**CENTRE**: Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**: Applicants must be registered as a Specialist Physician with the Health Professions Council of South Africa. Diploma in Geriatric Medicine. Experience: **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 the Health Professions Council of South Africa. **Grade 2**: Five (5) Years appropriate experience as a Medical Specialist after registration with the HPSCSA as a Specialist Physician. **Grade 3**: Ten (10) Years appropriate experience as a Medical Specialist after registration with the HPSCSA as a Specialist Physician.

**Knowledge Skills, Training and Competencies Required**: Ability to teach and supervise junior staff. Middle Management Skills. Research principles. Good administrative, decision making and communication skills.

**DUTIES**: Control and management of clinical services as delegated by the Head of Department. Maintain satisfactory clinical, professional and ethical standards related to these services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as they pertain to the unit. Conduct, assist and stimulate research. Training of undergraduate and postgraduate medical students and allied Health Personnel in the Geriatrics and Internal Medicine and participation in formal teaching and examinations as required by the department. Promote community-orientated services and participation in departmental outreach programmes. Conduct outpatient clinics and provide expert opinion where required. Provide both academic and clinical service functions at the Hospital, including ward rounds, outpatient’s clinics, and clinical training ward rounds. Participate in clinical research and academic programmes in the respective clinical department. Train under- and postgraduate students on both bedside training and classroom training at the hospital. Participate in both academic and clinical administrative activities, including the undergraduate and postgraduate training programs. Participate in overtime duties.

**ENQUIRIES**: Prof Bilkish Cassim Tel No: (031) 2604537

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

**NOTE**: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref 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**: 03 January 2019

**POST 45/104**: MEDICAL OFFICER REF NO: MONEUROSURG/3/2019 (X1 POST)

**Department**: Neurosurgery

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

**CENTRE**: Inkosi Albert Luthuli Central Hospital
REQUIREMENTS: MBChB Degree. Current registration with the Health Professions Council of SA as an Independent Medical Practitioner. Completion of Community Service. Experience Grade 1: No experience required from South African qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Experience Grade 2: Five (5) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Six (6) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Experience Grade 3: Ten (10) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa.

Knowledge, Skills Training and Competencies Required: Candidates must be able to perform a detailed clinical assessment of trauma and patients with neurological conditions. Ability and knowledge of basic trauma resuscitation, including endotracheal intubation of patients is a requirement. Candidates with basic surgical experience and skills will be at an advantage. Previous surgical experience in a Neurosurgery environment will be an advantage. Good communication skills and courtesy are essential.

DUTIES: Active participation in ward rounds, patient management in the wards, assisting in theatre, and doing calls after hours are a basic part of the duties. Candidates are expected, when on call, to field many calls from referring doctors and after discussion with a senior to advise the referring doctors appropriately. They must be able to carry out resuscitation of trauma patients using ATLS principles. Attendance and participation in the academic programme of the department is a requirement. Candidates are required to participate in outreach activities of the department.

ENQUIRIES: Dr BC Enicker Tel No: (031) 240 1134/031 26240 1133

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

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

CLOSING DATE: 03 January 2019

POST 45/105: MEDICAL OFFICER REF NO: MO ORTHO/3/ 2019 (X1 POST)
Department: Orthopaedics and Trauma Unit

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

CENTRE: Inkosi Albert Luthuli Central Hospital
REQUIREMENTS: Applicants must be currently registered with the Health Professions Council of South Africa as a Medical Practitioner. A minimum of 12 months previous orthopaedic experience is/would be an advantage. Experience. Grade 1: No experience required from South African qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 2: Five (5) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Six (6) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: Ten (10) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Registrars who have completed/exited the registrar training and Registrars who have completed their Final Orthopaedic Fellowship Exams and are still busy with their M. Med are also encouraged to apply. Knowledge, Skills, Experience and Competencies Required: Candidate must be able to operate independently on patients with simple orthopaedic trauma and uncomplicated elective orthopaedic patients requiring surgical treatment. Preference will be given to candidates who wish to specialise in orthopaedics in future. Preference will be given to applicants who have successfully completed the primary and/or intermediate exams of the College of Medicine in Orthopaedics of South Africa.

DUTIES: Provide orthopaedic care to patients with orthopaedic conditions, especially trauma. Provide orthopaedic services to the trauma unit and elective orthopaedic services. Be responsible for basic operations, especially for bone and soft tissue trauma. To supervise and teach new doctors in the treatment of orthopaedic conditions, especially trauma. Conduct out-patient clinics in the hospital. Conduct patient management in the wards including both High Care and Intensive Care Unit and ensuring set standards are maintained. Doctors have to be available after hours to provide relevant emergency cover as required. Clerk all admissions and compile discharge summaries. Be responsible for all letters and assist patients with SASSA forms and medico-legal issues and forms. Conduct research in the field of orthopaedics. The incumbent will also be responsible for teaching of medical, paramedical and nursing staff. Prepare and attend Mortality and Morbidity meetings as required. The successful candidate may be seconded to the Orthopaedic Department of any other KZN state Hospital to render orthopaedic services.

ENQUIRIES: Dr Paul Ryan Tel No: (031) 240 2160

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

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

CLOSING DATE: 03 January 2019
POST 45/106

MEDICAL OFFICER REF NO: MO O&G/1/2019 (X1 POST)

Department: Obstetrics and Gynaecology

SALARY

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

CENTRE

Inkosi Albert Luthuli Central Hospital

REQUIREMENTS

Qualifications: MBCHB. Full current registration with the Health Professions Council of South Africa as a General Medical Practitioner. Completion of Community Service. Postgraduate diploma will be of added advantage.
Experience: No experience required the appointment to Grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years(6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: 10 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills, Training and Competencies Required: Sound Knowledge Of women’s health issues to allow for accurate diagnosis and appropriate management of clinical problems. Ability to deal with all maternity emergencies. Ability to perform minor gynaecological procedures (ectopic and evacuations) and c/sections. Good decision making, problem solving, leadership and mentoring skills. Good communication skills.

DUTIES

Participation in the provision of service in the department of O&G in the Durban Functional Region. Perform after hours duties. Assist with the supervision and support of interns and students in the department. Participate in the departmental academic programme. Provide and ensure community orientated clinical services and support to Primary Health Care Services.

ENQUIRY

Dr H Ramnarain Tel No: (031) 2602408

APPLICATIONS

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

NOTE

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

CLOSING DATE

03 January 2019
POST 45/107

MEDICAL OFFICER GRADE 1, 2, 3 REF NO: GS 76/19
Component: Otorhinolaryngology (ENT)

SALARY
Grade 1: R821 205 per annum
Grade 2: R938 964 per annum
Grade 3: R1 089 693 per annum
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus commuted overtime which is subject to the needs of the department (Incumbent will have to sign the relevant contract form annually)

CENTRE
Greys Hospital, Pietermaritzburg

REQUIREMENTS
MBCHB Degree plus Registration certificate with the HPCSA as a Medical Practitioner plus Current registration (2019/2020) with the HPCSA
Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa.
Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service.
Grade 3: Experience: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa.
Recommendation Sound knowledge and experience in Otorhinolaryngology (the primary exam in ENT would be advantageous but is not essential.)
Previous ENT experience or log book showing proficiency in ENT procedures would be advantageous Knowledge, skills and experience: Ability to teach and supervise junior staff and medical student’s Good communication, decision-making and clinical skills Ability to function in a multi-disciplinary team.

DUTIES
Provide Otorhinolaryngology services as well as head and neck surgery at Greys Hospital and at relevant Zone 2 State Hospitals. Provide after hour care in accordance with the commuted overtime contract. Supervision and training of junior staff working in the Department. Present at academic meetings in the department. To teach medical students and Nursing staff as required. Participate in the Quality Improvement Programmes of the Department including clinical audits and CPD activities. Maintain clinical, professional and ethical standards. Assist the Unit Manager in development of protocols and clinical guidelines. After hour’s duties is a requirement.

ENQUIRIES
Enquiries: DR S Van Wyk Tel No: (033) 8973734

APPLICATIONS
To be forwarded to: The Human Resources Department, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200.
Mrs. M. Chandulal

NOTE
Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 76/19. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males Are Encouraged to apply.

CLOSING DATE
02 January 2020
POST 45/108
OPERATIONAL MANAGER NURSING GRADE 1–SPECIALTY PHC REF NO: NMH/OMPHC/2019 (X1 POST)

SALARY: R562 800 – R633 432 per annum (13% cheque, housing allowance (employee must meet prescribed Requirements) medical aid (optional) 08% rural allowance.

CENTRE: Niemeyer Memorial Hospital

REQUIREMENTS: Matric or equivalent. Diploma/Degree in General Nursing, Midwifery, community Health Nursing Science and Diploma in health assessment, care and treatment. Proof of current SANC receipt (2019). Registration with the South African Nursing Council as a General Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in post basic qualification in the relevant specialty. Proof of current & previous experience endorsed by human resource Recommendations: Nursing Administration Knowledge, Skills, Training and Competences Required: Extensive knowledge of National and provincial clinical protocol to be followed as management of clients within a PHC setting. Knowledge of Human Resource procedures in the Public Service and conditions of Service. Communication and Interpersonal relationship, monitoring negotiating, coaching, problem solving skills, conflict resolution skills and counselling. Knowledge of legal framework and prescripts within the Department of Health. The incumbent is required to communicate with many sectors in both written and verbal communication that respect the person, culture and language. Knowledge of code of conduct and Labour Relations procedures / processes. Knowledge of Batho Pele principles and Patients’ Rights Charter. Knowledge of nursing care processes and procedures and other relevant legal frameworks such as Nursing Act, occupation Health and safety Act. Leadership and supervisory skills. Fluent in English and Zulu.

DUTIES: Responsible for the efficient management of gateway Clinic. Monitor and evaluate performance of clinic staff according to set standards, norms, targets and to ensure effective reporting Monitor and evaluate all PHC programmers implemented within the designated service area Ensure provisions of high quality comprehensive care through provision of preventive, curative and rehabilitative service Provisions of three streams of primary health care nursing. Contribute to the realization of ideal clinic (ICRM) status. Ensure quality service delivery through the implementation of NCS within the clinic. Monitor PHC indicators and strive towards reaching the targets. Manage and monitor proper utilization of human financial and other resource Provision of administrative services by planning, organizing and ensuring the availability of medicines, supplies and essential equipment. Maintain a constructive relationship with relevant role players and other stakeholders. Exercise control of discipline, grievance and any other labour related issues in terms of laid down procedures Ensure monitoring and evaluation of staff performance through the EPMS system. Ensure quality data management is implemented and monitored at the clinic.

ENQUIRIES: Mrs. KB Moloi Tel No: (034) 331 3011
APPLICATIONS: Should be delivered to: KwaZulu-Natal Department of Health, The Hospital CEO, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980 Tel No: (034) 3313011.

FOR ATTENTION: Mr. AN Mange
NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is
received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to Apply. Note: Please note that due to financial constraints there will be no payment for S&T claims. Employment equity target African male.

**CLOSING DATE**: 03 January 2020

**POST 45/109**: OPERATIONAL MANAGER NURSING: SPECIALTY (MATERNITY) REF NO: MONT 14/2019

**SALARY**: R562 800 per annum (OSD)

**CENTRE**: Montebello Hospital

**REQUIREMENTS**: Senior Certificate (Grade 12), Degree/Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A Post Basic qualification in Advanced Midwifery and Neonatal Nursing Science. Registration with SANC as General Nurse and Midwife. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General nursing. At least five (6) years of the period referred to above must be appropriate/recognizable experience in O&G after obtaining 1 year Post Basic qualification in Advanced Midwifery and Neonatal Nursing Science. Current annual practicing certificate (SANC Receipt). Proof of current and previous experience endorsed by the Human Resource Department must be attached.

**DUTIES**: Provision of an efficient, professional nursing management service within the scope of practice as laid down by the nursing act and applicable legislation. Coordination of optical, holistic specialized nursing care provided within set standards and professional/legal framework. Perform multi-skilled and complex nursing care duties requiring frequent interpretation of information. Monitor and control Human Resource needs, utilization and development. Monitor and supervise staff performance in Maternity wards. Manage discipline, grievances and other HR related issues including monitoring and managing absenteeism. Manage effectively and efficiently the utilization and supervision of all resources. Participate in the analysis, formulation, and implementation of policies, practices and procedures. Establish and maintain constructive working relationships with nursing and other stakeholders. Ensure that a healthy and safe working environment is maintained. Monitor and control the quality of patient care. Maintain accreditation standard by knowledge of policies and procedures, implementation of all programmes, BANC, PMTCT, BFHI etc. Ensure implementation of priority programs. Compile monthly and quarterly report. Will be required to relieve in the Matrons office after hours and during the weekends.

**ENQUIRIES**: Ms N. Ngceza Tel No: (033) 506 7096

**APPLICATIONS**: Should Be Forwarded To: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236.

**FOR ATTENTION**: Human Resource Manager

**NOTE**: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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.

CLOSING DATE : 10 January 2020

POST 45/110 : OPERATIONAL MANAGER NURSING PRIMARY HEALTH CARE SUPERVISOR REF NO: OP MAN PHC 12/2019 (X1 POST)

SALARY : R562 800 per annum. Other Benefits: medical aid (optional), 8% rural allowance, housing allowance: employee must meet the prescribed requirements.

CENTRE : Eshowe District Hospital: Eshowe Sub-District PHC

REQUIREMENTS : Senior Certificate/Grade 12. Basic R425 qualification i.e. Degree/Diploma in General Nursing and Midwifery, Registration with South African Nursing Council as a Professional Nurse (PHC), One year post basic Diploma in PHC Care accredited with the South African Nursing Council Experience: minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing, at least 5 years of the period above must be recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Certificate of service from previous employers is compulsory. Unendorsed drivers license code 08. Please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Recommendation: Computer literacy with proficiency in MS software application. Knowledge, Skills, Training and Competencies Required: Financial management, leadership, organizational, decision making and problem solving skills. Knowledge of public service policies and other health related prescripts. Sound knowledge of code of conduct. Good interpersonal skills. Human Resource management and Labour Relations Act. Knowledge of public services acts, regulations and policies. Knowledge and experience in implementation of Batho Pele principles, patient’s right charter and code of conduct. Knowledge on SANC rules and regulations.

DUTIES : Ensuring provision of comprehensive PHC service according to DHS package. Supervision of all programmes in the sub- district using the standardized prescribed audit tools and ensure QIPs are developed and monitored. Ensure implementation of operational imperatives set by the District as per Health policies and programmes. Ensure appropriate implementation of Batho Pele principles and proper complaint management. Demonstrate a basic understanding of HR and financial policies and practices. Maintain intersectoral collaboration with other government structures through operation Sukuma Sakhe activities. Ensure that quality standards are implemented (Norms and Standards, Ideal Clinic Realization).

ENQUIRIES : Nursing Manager: Dr FN Dube Tel No: (035) 4734500

APPLICATIONS : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

FOR ATTENTION : Mrs GZ Dube: Human Resource Manager

NOTE : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service must be endorsed by Human Resources. Certified copy of identity document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are
respectedly informed that correspondence will be limited to shortlisted candidates only. “People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE : 03 January 2020

POST 45/111 : ASSISTANT MANAGER NURSING – MONITORING & EVALUATION REF NO: CBH12/2019 (X1 POST)

SALARY : R562 800 – R652 437 per annum. Other Benefits: Medical Aid: optional/Housing Allowance: criteria to be met/13th Cheque 8% Rural Allowance.

CENTRE : Catherine Booth Hospital

REQUIREMENTS : Standard 10 or Grade 12. Degree/Diploma in Nursing. Current Registration with South African Nursing Council as a Professional Nurse (2020 SANC receipt). A minimum of 8 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery. At least 3 years of the period referred to above must be appropriate /recognizable experience at management level. Proof of current and previous experience endorsed and stamped by the employer/s must be attached. Knowledge of the legislative, policy and M & E Framework informing health services delivery. Knowledge of legislation and planning framework. Basic understanding of HR and Financial policies and practices. Basic understanding of the legislative framework governing the public service. Effective communication with supervisors, other health professionals and support services personnel and junior colleagues, including more complex report writing when required. Computer literacy to adequately manage information according to the requirements of the facility. Knowledge of hospital quality assurance and infection control practices. Knowledge of Health Facility functions and operations. Knowledge of DHMIS policy, SOP and relevant information system. Leadership, Management, planning, organization and co-ordination skills. Knowledge of Data Management and M & E principles. Decision making skills. Ability to compile concise reports.

DUTIES : Administer an evidence/results- based monitoring and evaluation system in the institution as well as feeder facilities within the Provincial M & E Framework and monitor research activities in the institution. Implement the M & E framework at facility level and monitor implementation at feeder clinics. Plan and co-ordinate the implementation and monitoring of data quality and quality assurance in service delivery. Ensure the development, review and maintenance of institution policies and protocols. Monitor compliance with implementing the M & E framework, Data Management Policy & SOP, Quality Assurance and Infection Prevention & control policy guidelines. Analyze data obtained from the source and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed performance and other reports. Coordinate functions of HIT (Health Information Team). Ensure information on births, mobility and mortality reviews are conducted on monthly basis. Ensure data is validated as per Data Management Standard Operation Procedures. Provide reports to the management and Governance Structure. Co-ordinate the drawing of institutional plans which are aligned to annual performance plan and the District Health Plan in accordance with the hospital and governing laws. Participate in the DHP as well DHER sessions. Ensure the efficient effective utilization of resource allocated to the component, inclusive of the development of staff. Supervise staff and ensure compliance to the Performance Management Development Systems pre-requisites. Co-ordinate and control activities of the component. Ensure that quality control systems and plans are in place for use during inspection and auditing to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws. Monitor Audit findings and ensure implementation of actions plans. Ensure implementation of the total quality management framework and compliance to National Core Standards.

ENQUIRIES : Ms TR Vezi Tel No: (035) 474 8402

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

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

CLOSING DATE: 03 January 2020

POST 45/112: OPERATIONAL MANAGER: NURSING (SPECIALTY) PHC REF NO: OTHO CHC 22/2019 (X1 POST)

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

CENTRE REQUIREMENTS: Othobothini Community Health Centre (Jozini)

Senior Certificate/TD 10/ Grade12. Basic R425 qualification (diploma/ degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwife. 1 year post basic qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care accredited with SANC. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate experience after obtaining the one year post basic qualification in Primary Care, Proof of current registration with SANC (2019). Valid driving license C1 (Code 10) with PDP. The Employment Equity Target for this post is African Male Leadership, organization, decision making, supervisory and problem solving abilities within the limit of the Public sector and institution policy framework.Knowledge on nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to formulate patients care related policies, vision, mission and objective of the clinic. Communication and interpersonal skills including Public relations, negotiating, coach, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to relevant resources under management. Insight into procedures and polices pertaining care, computer skills in basic programmes. Knowledge Human Resource Management policies and guidelines.

DUTIES: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure the implementation and monitoring of all PHC programs including priority programs in the mobile clinic. Manage and monitor proper utilization of human, financial, physical and material resources. Participate in attainment of National Core Standards, realization of Ideal Mobile Clinic (ICRM), PSI and surveys on Patient Experience of Care and Waiting time. Deal with disciplin ary and grievance matters including managing and monitoring absenteeism. Provision of administrative service by planning, organizing and ensure the availability of medication, medical supplies and essential equipment in mobile clinic. Monitor and evaluate HR performance in terms of EPMDS for all relevant staff. Ensure that all priority programmes are implemented and monitored. Ensure that quality data management is implemented and monitored at the mobile clinic. Maintain Inter-sectoral collaboration with other government structures and provide support to Sukuma Sakhe Activities. Conduct quarterly clinical audits in accordance with National Clinical Audit guidelines. Provide educational service to staff, patients, students, mobile unit Clinic Committee and Community Health Workers.

ENQUIRIES: Ms I.N. Mthethwa Tel No: (083) 2043264
APPLICATIONS: Please forward applications quoting reference number to: The Human Resources Manager, Othobothini CHC, Private Bag X 012, Jozini, 3969 OR hand deliver to Othobothini CHC HR Department.

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

CLOSING DATE: 03 January 2020

POST 45/113: CHIEF RADIOGRAPHER: THERAPY: (SUPERVISOR): RADIATION ONCOLOGY. TREATMENT MACHINES/PLANNING

REF NO: CHRAD/RADONC/2019

SALARY: R466 119 per annum

CENTRE: Addington Hospital: KwaZulu-Natal


DUTIES: Undertake all arears of basic radiation treatment planning and advanced planning, preparation, graphic planning, radiation dose calculation and treatment accessory production and supervision thereof. Ensure that all planned directives in the delivery of the radiation of patients are undertaken. Undertake overall responsibility for the operation, care and maintenance of all major equipment and accessories used in radiation planning and treatment units. Undertake and ensure that all administrative duties related to the management of the division in the department, and that radiation record keeping is maintained. Perform quality control procedures. Liaise with Deputy Director, Assistant Director, Physicists, and Oncologists, Oncology nurses, patients and relatives in ensuring maintenance of patient care standard in the division. Ensure that client’s right and patient’s right as per National Patient’s Right Charter are respected and to implement National Core Standard principles. Updating treating protocols, policies and procedures. Undertake Quality Assurance of treatment folders at Planning & Treatment machines. Do EPMDs for staff in your division and other support staff in the Units. Collect Treatment machines & planning statistics as and when required. General administrative duties as allocated. If in planning, make sure you adhere to protocol that patients will commence treatment at least two week after planning CT scan. If on the Treatment machines, be able to maintain the patient numbers from 35-40 per day on each Linear Accelerator.

ENQUIRIE: Mr P Mazibuko Tel No: (031) 327 2200/2197

APPLICATIONS: All applications should be forwarded to: Addington Hospital, P O Box 977, Durban, 4000 OR dropped off in Room 9, Human Resource Department, 1st Floor, and Addington Hospital.

FOR ATTENTION NOTE: The Human Resource Department

APPLICATIONS MUST BE SUBMITTED ON THE PRESCRIBED APPLICATION FOR EMPLOYMENT FORM (Z83) WHICH MUST BE ORIGINALLY SIGNED AND DATED. THE APPLICATION FORM (Z83) MUST BE ACCOMPANIED BY A DETAILED CURRICULUM VITAE, CERTIFIED COPIES OF CERTIFICATES, IDENTITY DOCUMENT (NOT COPIES OF PREVIOUSLY CERTIFIED COPIES). THE
Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S &T and settlement claims will be considered for payment to candidates that are invited for the interview. Employment equity for the post is: African Male.

CLOSING DATE : 10 January 2019
POST 45/114 : RADIOGRAPHER: NUCLEAR MEDICINE REF NO: RADNUCMED/1/2019 (X1 POST)
Department: Nuclear Medicine

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 Nuclear Medicine Radiography. Current registration with the Health Professions Council of South Africa as a Nuclear Medicine Radiographer. A minimum of one year clinical experience in Nuclear Medicine will be an advantage. Experience: Grade 1: Four (4) years ‘appropriate experience after registration with Health Profession Council of South Africa (HPCSA) as Diagnostic Radiographer. Applicants with a four (4) year Radiography specialty 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. 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 Nuclear Medicine Radiographer. 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 Nuclear Medicine Radiographer. Knowledge, Skills, Training and Competence Required: Sound knowledge of nuclear medicine procedures and equipment. Ability to work independently and in a team. Good verbal and written communication skills. Sound knowledge of Radiation Safety/Protection Regulations. Knowledge of Quality Assurance. Computer literacy. Patient empathy. Current Nuclear Medicine clinical experience. PET imaging experience will be an advantage. Knowledge of the patient’s rights, ethical code of conduct and Batho Pele.

DUTIES : Co-ordinate and undertake nuclear medicine radiographic procedures efficiently. Play a key role in compilation of protocols for effective service delivery. Assist in/perform complex nuclear medicine procedures including PET studies. Supervise in-service training of students and/or radiographers. Supervise subordinates and/ or other support personnel within the department. Provide professional advice on radiographic and radiation related matters. Perform quality control procedures. Play an important role concerning discipline, counselling and guidance to junior staff. Promote team work in the department. Ensure the objectives of Batho Pele and Patient Rights are met. Participate in quality improvement programmes.

ENQUIRIES : Dr Fozy Peer Tel No: (031) 240 1881
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

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

CLOSING DATE : 03 January 2020

POST 45/115 : PROFESSIONAL NURSE SPECIALTY: ADVANCED MIDWIFERY REF NO: SAH 10/2019 (X2 POSTS)

Re-Advertisement

SALARY : Grade 1 R383 226 per annum
          Grade 2 R471 333 per annum
Other Benefits: 13th Cheque, 12% Rural Allowance, Home Owners Allowance
            (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)

CENTRE REQUIREMENTS : Grade 1: Diploma/ Degree in General nursing and Midwifery plus 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Advanced Midwifery and Neonatal Nursing Science Grade 2: Diploma/Degree in General nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience in the specific specialty, after obtaining the one year post basic qualification in the relevant specialty. Current registration with SANC as a General Nurse, Midwifery and Advanced Midwifery and Neonatal Nursing Science Skills: Knowledge of nursing care and processes and procedures. Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients’ rights charter.

DUTIES : Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients’ rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDs as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment.

ENQUIRIES : MRS MR Singh Tel No: (039) 433 1955 EXT 211

APPLICATIONS : Should Be Forwarded: The Chief Executive Officer: St Andrews Hospital,
                Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street,
                Harding 4680.

FOR ATTENTION : Human Resource Manager

NOTE : People with disabilities and African Males are encouraged to apply.

CLOSING DATE : 03 January 2020

79
POST 45/116 : PROFESSIONAL NURSE SPECIALTY GRADE 1/2 REF NO: HRM 59/2019 (X6 POSTS)  
Directorate: Paediatrics and ICU

SALARY :  
Grade 1: R383 226 – R444 276 per annum  
Grade 2: R471 333 – R579 696 per annum

CENTRE :  
King Edward VIII Hospital

REQUIREMENTS :  
Matric/Senior Certificate or equivalent qualification plus Degree/Diploma in General Nursing, registration with S.A.N.C. as a General Nurse and Specialty Nurse (Paediatrics and ICU), One year Post registration Degree/Diploma in relevant specialty plus 4 years appropriate/recognizable registration experience as a General Nurse, Proof of current registration with SANC. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nurse plus 1 year Post basic qualification in neonatal nursing. **Grade 2:** A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nurse, of which 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in and neonatal nursing  
Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements. Recommendation: Computer Literacy Knowledge, Skills, Training, And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, good communication skills-verbal and written, Co-ordination and liaison skills, problem solving skills.

DUTIES :  
Assist in planning/organizing and monitoring of objectives of the specialized unit, Provide a therapeutic environment for staff, patients and public, Provide comprehensive, quality nursing care, Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to , give them guidance and ensure continuity of patient care on all level, Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, Assist with allocation/change list, day and night duty rosters and inputs for leave, Assist in record keeping and provide statistical information on training and staffing, To assist in EPMDS evaluation of staff and implement EAP, Assist in orientation, induction and monitoring of all nursing staff, To complete patient related data and partake in research, Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty, To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift, To partake in overall specialized unit functions, i.e. team building, Effective and efficient management of all resources.

ENQUIRIES :  
Mr. B.B. Khoza Tel No: (031) 360 3026

APPLICATIONS :  
All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin Building or posted to Private Bag X02, Congella, 4013.

NOTE :  
An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRG/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 : 03 January 2020
POST 45/117: ASSISTANT DIRECTOR: SYSTEMS REF NO: EST/16/2019

SALARY: R376 596 per annum plus Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional).

CENTRE: Estcourt District Hospital

REQUIREMENTS: Matric Certificate. Bachelor degree/national Diploma in Public Management/Administration. 3-5 years Supervisory Experience in Systems Component Proof of previous and current work experience (Certificate/s of Service) endorsed and stamped by HR office must be attached. Recommendations: Computer Literacy. Valid driver’s license Knowledge, skills training and competencies required: Decision making skills, problem solving skills and communication skills. Ability to multitask and manage change. Control of budget and auditing procedures including norms and standards. Providing procedures and procurement directives. Planning, organizing activities and project for components. Knowledge of relevant Legislation, White paper, PFMA and Treasury regulations. Ability to work independently and under pressure. Human Resources Management skills. Develop policies, understanding of HR Practices, Staff Relations and strong leadership skills.

DUTIES: Manage and coordinate the following areas to ensure optimal and cost effectiveness: Cleaning services, catering services, maintenance services, gardening services, mortuary services, housekeeping, laundry, transport, switchboard and administrative services. Monitor the provision of all hotel services and facilities by contractors in order to ensure contract adherence ensure compliance with services level agreement and highest level of care. Analyze alternative for performing needed work including contracting out services and evaluate and recommend procedures/practices to improve operational efficiency. Ensure effective, efficient and economical utilization of resource allocated to the institution including the development. Ensure that all institutions information System (patient related and other) is maintained so as to provide reliable, valid timeous processing and information. Ensure compliance with Healthy and Safety and Disaster Management requirements by all staff members. Ensure compliance to NATIONAL Core Standards and make me look like a hospital Programme. Develop and implement policies. Effective management of the performance of employees according to EPMDS.

ENQUIRIES: Mr. MP Bhekenya Tel No: (036) 342 7000

APPLICATIONS: must be forwarded to: The Human Resources Manager Estcourt District Hospital Private Bag, X 7058 Estcourt 3310.

CLOSING DATE: 03 January 2020

POST 45/118: PROFESSIONAL NURSE – GENERAL STREAM MMC REF NO: EGUM 24/2019 (X1 POST)

SALARY: Grade 1: R256 905 – R297 825 per annum
Grade 2: R315 936 – R362 865 per annum
Grade 3: R383 226 – R485 475 per annum
Other Allowances: 13TH Cheque, 8% Rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE: Institution: E G & Usher Memorial Hospital

REQUIREMENTS: Matric or senior certificate. Diploma/Degree in General nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse with Midwifery. Registration with SANC as a General Nurse and Midwife/Accoucheur. Current South African Nursing Council receipt – (2020). Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. Recommendations: Valid Driver’s Licence – 08 (EB). MMC experience and Certificate from Centre of Excellence if applicable. In addition: Grade 1: No experience required. Grade 2: A minimum of ten (10) years appropriate recognizable experience as a Professional Nurse with SANC in General Nursing. Grade 3: A minimum of twenty (20) years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. Knowledge, Skills, Training And Competencies Required Knowledge of nursing care processes and procedures, nursing statues and other legal framework such as Nursing Act, Health Act, Patient’s Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relation Act, Disciplinary Code and Procedure, etc. Good skills in Communication, report writing, facilitation, co-ordination, planning & organizing, decision making, computer usage. Ability to formulate
patient related policies. Basic understanding of HR and Financial policies and procedures. Good communication skills, leadership and decision making qualities. Team building and cross cultural awareness.

**DUTIES**

Coordinate all VMMC activities and prepare a conducive/therapeutic environment for the conduct of VMMC. Ensure effective implementation of HIV prevention strategies including condom distribution within the sub district Out Patient department delegation/allocation of duties Recruitment of boys for voluntary male medical circumcision (VMMC). Conducting of MMC on all eligible boys. Ensure conducting of proper nursing documentation on all patients records/clinical audits Compiling VMMC stats daily, weekly, monthly and quarterly for submission to next reporting level. Develop actions plans on identified gaps and monitor implementation of those plans Supervision of elementary staff. Attending to therapeutic team rounds to prevent adverse events and carrying out doctors’ orders. Keeping quality records for all patients. Promote a therapeutic/infection free environment within the unit/wards. Promote use and adherence to infection control and prevention policies. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences including the sub district VMMC supporting partners. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients’ needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by nursing standards.

**ENQUIRIES**

Mr M.J. Mbali Tel No: (039) 797 8100

**APPLICATIONS**

Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).

**FOR ATTENTION**

Human Resource Department

**NOTE**

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

**CLOSING DATE**

03 January 2020 @ 16h00 afternoon

---

**DEPARTMENT OF TRANSPORT**

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

**APPLICATIONS**

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

**CLOSING DATE**

07 January 2020 (at 16h00). Applications received after the closing date and time will not be considered.
NOTE: Applications must be submitted on the prescribed application form Z83 (which must be originally signed and dated) and must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications (including Senior Certificate where the requirement is a tertiary qualification) (including academic record / statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), certified copies of identity document as well as valid driver's license (where a driver's license is a requirement). Applicants must provide proof of supervisory or management experience (where it is a requirement) and certified copies of acting appointment letters for occupying acting positions. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Applications lacking evidence of relevant experience will not be considered. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation must be submitted for each post applied for. Non-RSA Citizens/Permanent Resident Permit holders must attach a copy of their Permanent Residence Permits to their applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof of such evaluation to their application. Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications and should you not receive an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill these post(s).

OTHER POST

POST 45/119: DEPUTY DIRECTOR: MECHANICAL REF NO: P 26/2019

SALARY: R733 257 per annum (all inclusive remuneration package)
CENTRE: Regional Office, Durban
REQUIREMENTS: An appropriate Bachelor Degree or National Diploma (T/S/N-Stream) in the Mechanical Engineering discipline (NQF Level 6); plus A minimum of 3 years junior management experience in the field of preventative maintenance and repairs of earthmoving equipment plant such as Bulldozers, Graders, Excavators, TLBs and Trucks; plus A valid driver’s licence (minimum code B).

**DUTIES**: Control and manage preventative maintenance and repair of plant, equipment and vehicles for the Region. Develop and control mechanical component business plan to ensure correct allocations and management of expenditure for the component. Manage and co-ordinate mechanical administrative functions of plan of the Region. Manage human resources in terms of prescribed policies and procedures. Maintain safe working environment for the component. Conduct contractual processes with companies intending to be on contract with the department for mechanical component.

**ENQUIRIES**: Mr JS Mbhele Tel No: (031) 700 2222