PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

OTHER POSTS

POST 03/291 : MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: GS 3/20
Component – Radiology Department

SALARY:
Grade 1: R1 106 040 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.
Grade 2: R1 264 623 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.
Grade 3: R1 467 651 per annum package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.

CENTRE: Greys Hospital
REQUIREMENTS:
FCRAD (diag.) qualification or equivalent. MMed degree in Diagnostic Radiology Registration with the Health Professions Council of South Africa as a Specialist Radiologist. Current registration for independent practice. Grade 1: Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. Grade 2: Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. Grade 3: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist Recommendations: Experience with teaching registrars in preparation for the Radiology College Exams. Experience with the MMed supervision process. Additional qualification or experience in a subspecialist field of Radiology.

DUTIES:
Provision of Tertiary and Regional Radiological services, including CT, MRI, Mammography and Interventional procedures, at Greys Hospital and its drainage area. Participation in Radiology after-hours services in the PMB metropolitan region. Note: In view of the requirement for on-site after hours service provision, the recommended candidate will be required to relocate to Pietermaritzburg prior to taking up the post. Participation in Outreach Programs and Clinical Support to facilities referring to Pietermaritzburg hospitals, including Tele-radiology services. Participation in Clinical Research in the PMB metropolitan complex, including supervision of MMed theses for Radiology registrars. Rotation to Edendale Hospital when required Participation in the development and provision of under-and post-graduate teaching of Radiology in the PMB Metropolitan Complex Liaison with Radiography, Radiology and Nursing colleagues, Institutional Management, the Head Clinical Unit, and the Head Department in Radiology at Greys Hospital.

ENQUIRIES:
Dr D. Reitz Tel No: (033) 897 3204
APPLICATIONS:
Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
FOR ATTENTION:
Mrs. M. Chandulal
NOTE:
Directions To Candidates: The following documents must be submitted: 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 3/20. 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 : 7 February 2020

POST 03/292 : ASSISTANT DIRECTOR: PHARMACEUTICAL SERVICES REF NO: PCHC 02/2020

Re-advertised, applicants who previously applied need to re-apply

SALARY : R897 936 per annum. Benefits: All inclusive package (This package consists of 70% basic salary and 30% flexible portion)

CENTRE : KZN Health -Phoenix Community Health Centre

REQUIREMENTS : Standard10/Senior certificate/Grade 12 plus Bachelor Degree in Pharmacy, Registration certificate with South African Pharmacy Council(SAPC) as a Pharmacist, Proof of current registration with SAPC as a pharmacist(registration card plus proof of payment of annual fees for 2019/receipt),Minimum of five years(5) experience after registration with SAPC as a Pharmacist ,Certificate of service to prove current and previous work experience endorsed by Human Resource, Recommendations: Computer Literacy, Valid Drivers License: Knowledge, Skills, Training, attributes and abilities: Knowledge of public sector pharmacy, as well as relevant acts, regulations, District Health System, EML, good pharmacy practice, policies and procedures, the national Drug policy, Sound understanding of procurement reforms and the CCMD program, Sound knowledge of legislation relating to pharmaceutical practice in South Africa, Sound knowledge of the District Health System and National Drug Policy, Good communication, leadership, motivational, decision-making, team building, ethical, operational, professional and supervisory skills, Knowledge of the principles, functioning and operation of a PTC and Anti-microbial stewardship, Knowledge of Human Resource Management, staff training and development and financial management, Commitment to service excellence, together with innovative and analytical thinking based on sound ethical and legal principles, Effective, planning, organizational, managerial and interpersonal skills, Computer literacy,( Ms Word, Ms Excel, Ms Power Point and MS Outlook) as well as knowledge and experience in RX Solution.

DUTIES : Provision of pharmaceutical services in accordance with legislation and provisions of the national drug policy, Dispense pharmaceuticals as well as ARV medicines and perform standby/on-call when necessary, Implementation of good pharmacy Practice Rules, Ensure optimal utilization and sound management of human resources as well ensure optimal safety and security of pharmaceuticals in the institution, Management of procurement, storage, distribution and use of pharmaceuticals. In the institution to ensure that stock out of essential medication is avoided. Ensure extensive control of pharmaceutical services in all depth of the CHC including drug supply management to attached clinics and outreach programs. Ensure formulation of standard operating procedures and protocols and monitor adherence by staff. Ensure that the institution has a functional drug and therapeutic committee together with the medical manager. Ensure that the institution has a functional antibiotic stewardship committee and participation by all pharmacy staff together with the medical manage. Identify training needs of the pharmacy staff and facilitate access to appropriate training and development. I identify and facilitate the procurement of pharmaceutical equipment as per the standard operational norms of a CHC. Development and implementation of quality improvement projects in pharmacy. Participate in all institutional committee meetings as per appointment by the institutional manager.

ENQUIRIES : Dr B.C Badripersad Tel No: (031) 538 0806

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

FOR ATTENTION : Mr V.S Mtshali

NOTE : Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department

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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 03/2019. 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 : 07 February 2020

POST 03/293 : OPERATIONAL MANAGER NURSING REF NO: NDW /OM/02/20 (X 1 POST)

Component MOPD & Acute Stream

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

CENTRE : Ndwedwe CHC

REQUIREMENTS : Senior certificate/Matric or equivalent Plus Degree /Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. One year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as a Professional Nurse & PHC Nurse (2020 SANC 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 above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Proof of work experience (Certificate of service) endorsed by Human Resource department Certificate of service from current/ previous employers stamped and signed valid driver’s licence Recommendations Computer Literacy Knowledge, Skills And Competencies Required Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing in the Public Services. Knowledge of nursing care processes and procedures. In depth knowledge of nursing legislation, related legal, ethical practice & legislative framework governing the Public Services. Knowledge of quality assurance standards as directed by negotiated service delivery agreement, National core standards. Appropriate understanding of Scope of Practice and nursing standards. Thorough knowledge of quality assurance standards as directed by Negotiated Service Delivery Agreement, National Core Standards, Patients Right’s Charter, Batho Pele Principles. Sound knowledge of Labour Relations Act. Leadership, Supervisory, organizing, decision making, problem solving abilities skills Co-ordination and report writing skills. Time Management. Personal attributes, responsiveness, professionalism, supportive, assertive and must be a team player ion well within a team. Demonstrate a basic understanding of HR and Financial Policies and Practices. Demonstrate basic computer literacy.

DUTIES : Ensure implementation of comprehensive Primary health care package and quality nursing services. Participate actively in NCS and Ideal Clinic committees and ensure implementation of standards. Work as part of multidisciplinary team to ensure good nursing care Ensure effective control of financial, material and human resources. 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 institution. Monitor implementation and performance of NCD’s indicators on daily, weekly and monthly basis. Participate in Mortality and morbidity committee and ensure improvement in patient care. Ensure that staff is orientated, mentored and developed to provide quality patient care. Ensure monitoring, management and control of absenteeism. Ensure that patients are nursed in a safe and therapeutic environment. Ensure that discipline and professionalism is instilled and
maintained. Participate in activities aimed at fully integrating all services to the main stream of health care services within the sub district.

ENQUIRIES : DR. O Ayeni Tel No: (032) 532 3048/50

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

FOR ATTENTION : Dr.O Ayeni Tel No: (032) 532 3050

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


POST 03/294 : OPERATION MANAGER NURSING (OUTREACH SERVICES) REF NO NDW/OM/03/20 (X1 POST)

Component PHC Services

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

CENTRE : Ndwedwe CHC

REQUIREMENTS : Senior certificate/Matric or equivalent Plus Diploma/Degree in General Nursing and Midwifery or equivalent qualification that allows registration with South African Nursing Council (SANCA) as a Professional Nurse One year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse A minimum of 9 years appropriate/recognisable 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/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. Proof of work experience (Certificate of service) endorsed by Human Resource department Certificate of service from current/ previous employers stamped and signed valid driver’s license. Recommendations Computer Literacy Knowledge, Skills and Competencies Required: Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing in the Public Services. Knowledge of nursing care processes and procedures. In depth knowledge of nursing legislation, related legal, ethical practice & legislative framework governing the Public Services. Knowledge of quality assurance standards as directed by negotiated service delivery agreement, National core standards Appropriate understanding of Scope of Practice and nursing standards Thorough knowledge of quality assurance standards as directed by Negotiated Service Delivery Agreement, National Core Standards, Patients Right’s Charter, Batho Pele Principles Sound knowledge of Labour Relations Act. Leadership, Supervisory, organizing, decision making, problem solving abilities skills Co-ordination and report writing skills. Time Management. Personal attributes, responsiveness, professionalism, supportive, assertive and must be a team player Good communication and interpersonal skills and ability to function well within a team. Demonstrate a basic understanding of HR and Financial Policies and Practices Demonstrate basic computer literacy.

DUTIES : Provision of Quality Nursing Care through the implementation of standards, policies and procedures coupled with supervision and monitoring the
implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilization and supervision of resources. Coordination of the provision of effective training and research. Maintain professional growth/ethical standards and self-development. To plan, organize and monitor the objectives of the specialized unit in the consultation with subordinates. Coordinate optimal, holistic, specialised nursing care with set standards and within a professional/legal framework. To implement and sustain kangaroo mother care practices. To implement and sustain baby friendly practices. To implement PMTCT as per National guidelines. Implementation and management of Infection Control and Prevention Protocols. Maintain accurate and complete patient records according to legal requirements. To participate in Quality improvement programmes and Clinical Audits.

ENQUIRIES: DR. O Ayeni Tel No: (032) 532 3048/50
APPLICATIONS: should be forwarded to: The Chief Executive Officer, Ndwedwe CHC, Private Bag x 528, Ndwedwe, 4342
FOR ATTENTION: Dr.O Ayeni Tel No: (032) 532 3050
NOTE: The following documents must be submitted: Application for Employment form (Z83) which is obtainable at any Government Department or from website www.kznhealth.gov.za. Certified copies of highest educational qualifications – not copies of certified copies. Certified copies of registration certificates where applicable and SANCA receipts. Curriculum Vitae the reference number must be indicates in the column provided in the Z83, e.g. SAP2/2010 Due to the large number of applications we envisage to receive, applications will not be acknowledged but every applicant will be advised of the outcome in due course. NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representatively in all occupational categories in the department) "People with disabilities should feel free to apply" NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.

CLOSING DATE: 14 February 2020

POST 03/295: OPERATIONAL MANAGER NURSING GRADE 1 SPECIALTY (HAST) DEPARTMENT

SALARY: R562 800 per annum, plus benefits of 12% Rural allowance, Medical Aid Optional & housing allowance for home owners, employees must meet the prescribed requirements

CENTRE: Bethesda District hospital - Ubombo

REQUIREMENTS: Grade 12 certificates, National Diploma/Degree in General Nursing. Proof of Current registration with SANC (2020 receipt) Diploma in Primary Health Care 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 must be appropriate recognizable experience in the Speciality after obtaining the 1 year Post Basic qualification in the Relevant specialty, proof of previous and current work experience certificate of service endorsed and stamped by HR office must be attached. Recommendations - a valid driver’s license and computer literacy. Knowledge, Skills Training and Competencies Required Knowledge of Nursing Care and procedures Knowledge of disciplinary process and grievance procedures Leadership, organizational, decision making and problem Solving skills Report writing skills, and time management skills Good communication, interpersonal relations, counselling and conflict management skills. Ability to formulate patient care related policies. Knowledge of public service policies, Acts and regulations.

DUTIES: Supervise Hast programme. Implement, monitor and evaluate national strategic plan on HIV, STI’s and TB. Ensure implementation of PHC package and all applicable guidelines Monitor financial resources with emphasis on cost containment and keeping of all records within the financial policies Execute disciplinary code and grievance procedure at her/his level Conduct orientation and induction to all new staff members Implement and maintain clinical competencies to ensure scientific of nursing process, policies and standards are maintained.
Provide effective management and professional leadership at the clinic. Maintain client satisfaction through quality services, innovation and professional nursing care by holding Batho Pele principles and standards set by the accreditation unit. Ensure that all administrative functions required in the component are performed to the required standards including performance management development system (EPMDS). Demonstrate effective communication with patients, supervisors and other health workers or professionals and junior colleagues including more complex report written when required. Participate in multidisciplinary teams (OSS) and joint programme with all stakeholders including NGO’s, governmental departments. Participate on sub-district assessments of National Core Standards and Ideal Clinics. Be prepared to work under pressure to meet deadlines. Collate reports and actively participate in nerve Centre meetings.

ENQUIRIES:
Ms. C.M Mkwanazi- Deputy Manager Nursing

APPLICATIONS:
All applications must be forwarded to Assistant Director HRM Bethesda hospital, Private Bag x 602, Ubombo 3970

NOTE:
The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department Or from the website - www.kznhealth.gov.za. Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. The Reference Number must be indicated in the column provided on the form Z.83. Persons with disabilities should feel free to apply for the post. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from the NIA to the following check (security clearance, credit records, qualification, citizenship and previous experience verifications). Applicants are respectfully informed that, if no notification of appointment is received within 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 Resident/Work Permit holders must submit a 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 the minimum as that of the advertised post are free to apply. Aim is to promote representivity in all levels of all occupational categories in the Department.) NB: Kindly Be Advised That No S & T Claims Will Be Considered For Payment to Candidates Attending Interview.

CLOSING DATE:
07 February 2020

POST 03/296:
OPERATIONAL MANAGER NURSING PRIMARY HEALTH CARE REF NO: OM 1/2020 (X1 POST)
Component: MOPD, Acute Disease and Ophthalmic

SALARY:
R562 800 per annum. Other benefits: 13th Cheque, Medical Aid (Optional) and Home Owner allowance (employee must meet prescribed requirements)

CENTRE:
Inanda Community Health Centre

REQUIREMENTS:
Senior certificate/ Grade 12 Basic 425 qualification i.e. Diploma /Degree in General Nursing & Midwifery, Registration with South African Nursing Council as a Professional Nurse (PHC). One year 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. Please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge, Skills, Attributes and Abilities: 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 service acts, regulations and policies.
Knowledge and experience in implementation of Batho Pele principle’s, patient’s right charter and code of conduct. Knowledge of SANC rules and regulations.

**DUTIES**

Ensuring provision of comprehensive PHC service according to DHS package. Supervision of all programmes using the standardized prescribed audit tools and ensure QIP’s 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’s 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 and ideal clinic realization). Work as part of multidisciplinary team to ensure good nursing standard. Demonstrate effective communication with patients, community and multidisciplinary team. Provide direct and indirect supervision of all staff within the institution. Participate in mortality and morbidity committee and ensure improvement in patient care. Ensure implementation of ethical and professional standards.

**ENQUIRIES**

Mrs B.P Ndlovu Tel No: (031) 519 8200

**APPLICATIONS**

should be forwarded to: Human Resource Department, Inanda C CHC, Private Bag x 04, Phoenix 4080, Or Hand deliver to The Human Resource Department, Inanda “C” Community Health Centre, C 35 Umshado Road, Inanda, 4310.

**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. Updated comprehensive Curriculum Vitae stating any experience relevant to the position. Certified copies of highest educational qualifications and professional registration Certificates (SANC) – not copies of certified copies (certification must be within three months). Certified copy of ID document. Certified copies of certificate of service endorsed by HR. The Post Reference Number must be indicated in the column provided on the form Z83, e.g. AMN 02/2014. NB: Failure to comply with the above instruction will disqualify applicants. Persons with disabilities should feel free to apply. The appointment is subject to positive outcome obtained from the following checks: security checks, credit records, qualification, citizenship and previous experience verifications. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you do not hear from us within 3 months of the closing date, please accept that your application has been unsuccessful.

**CLOSING DATE**

07 February 2020

**POST 03/297**

**ASSISTANT DIRECTOR: RADIOGRAPHY (ULTRASOUND) REF NO: GS 4/20**

Component – Radiology Department

**SALARY**

Grade 1: R517 326 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Home Owner Allowance, Employee Must Meet Prescribed Requirements.

**CENTRE**

Greys Hospital, Pietermaritzburg

**REQUIREMENTS**

Bachelor’s degree in Ultrasound or Bachelor of Technology: Ultrasound Certified copy of original registration with the Health Professions Council of South Africa as a radiographer (Ultrasound) Certified copy of current registration (2019/2020) with the Health Professions Council of South Africa as a Radiographer (Ultrasound) 8 years appropriate experience after registration with HPCSA in the relevant profession of which 5 years must be appropriate experience in Ultrasound radiography in a supervisory/managerial capacity. Certificates of service OR official letters from previous/current employers to be attached as proof of experience. Recommendation Experience performing high risk Obstetric and foetal anomaly scans and Gynaecological scans Report writing on difficult general scans.

**DUTIES**

Manage the sub-department as above. Supervise, support, monitor and guide all staff within the component, including managing rosters, leave absences, performance assessments and disciplinary procedures Teach practical ultrasound skills to ultrasonography students and junior doctors. Troubleshoot, monitor, report and resolve minor technical problems with the ultrasound units Ensure effective
utilization and maintenance of equipment, supplies and other resources. Develop, implement and monitor policies and procedures to ensure the effective and efficient functioning of the department. Provide clinical training and assessments for students/rotating medical staff and promote a work environment conducive to continuous professional development. Develop, monitor and sustain Quality Improvement Programs within the department.

ENQUIRIES:
Ms D. Wood Tel No: (033) 897 3208

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

FOR ATTENTION:
Mrs. M. Chandulal

NOTE:
Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 4/20. 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:
07 February 2020

POST 03/298:
CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 REF NO: GS 5/20
Component – Office of the CEO

SALARY:
R444 276 per annum, plus 13th cheque, medical-aid (optional) homeowners allowance (employee must meet the prescribed requirements.

CENTRE:
Greys Hospital, Pietermaritzburg

REQUIREMENTS:
Senior Certificate/Grade 12 or equivalent Degree or Diploma in General Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing Current Registration with the SANC as Professional Nurse Certificate of Service endorsed by Human Resources must be attached. Recommendation: Certificate in case management will be an added advantage. Knowledge, Skills, Training and Competencies Required: Knowledge of legal frameworks in Health act, PFMA, Medical schemes act, PMB Regulations, RAF act, UPFS, administration Procedure Manual, ICD10 Coding and Procedure Coding. Computer literacy (Microsoft office Suite, MS word, MS Excel), a certificate will be an advantage. Must be a driven, customer focused individual with excellent planning, organizing, training, communication (verbal and written) and reporting skills, must have good interpersonal relations and training skill. Must be able to work under pressure.

DUTIES:
Application of clinical knowledge in the risk management (financial and clinical ) of patients in term of Length of stay, Level of Care, Clinical updates, ICD 10 coding, procedure coding and cost benefits available, identification of billable services, treatment care plans, chronic disease case management and discharge planning. Communication with Funders, Patients and multidisciplinary Health Care Team Oversee preadmission management of patients (confirmations and authorizations) Audit patient’s accounts and do follow ups as required. Train hospital officials on the utilization of charge sheet. Keep electronic and physical records. Generation of monthly reporting for management. Ensure compliance to Regulations, Prescripts and policies of the department. Manage performance and development of staff. Plan, implement and evaluate case management at the facility level. Ensure efficient and effective communication with clinicians and Funders for
externally funded clients. Develop and implement Case Management policies, standards, protocols and procedures in line with National Core standards. Develop quality improvement plan and in-service training for staff in order to enhance revenue collection. Establish, maintain and participate in the inter-professional and multidisciplinary teamwork that promotes effective health care. Ensure that all accounts set up have correct ICD 10 coding prior to submission to funders.

ENQUIRIES: Dr K.B. Bilenge Tel No: (033) 897 3321
APPLICATIONS: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
FOR ATTENTION: Mrs. M. Chandulal
NOTE: Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 5/20. 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 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: 07 February 2020
POST 03/299: CLINICAL PROGRAMME CO-ORDINATOR (IPC) REF NO: MBO 01/2020 (X1 POST)
Re-advert those who were previously applied are also encouraged to apply.

SALARY: R444 276 per annum
CENTRE: Mbongolwane District Hospital
REQUIREMENTS: Grade 12 (Senior Certificate). Degree/diploma in General in Nursing or equivalent qualification that allows registration with South African Nursing Council as a Professional Nurse. Proof of current registration with SANC as Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC IN General Nursing. Proof of current and previous work experience signed by Supervisor and certificate of service endorsed by Human Resource Department is compulsory. Valid driver’s license. Knowledge, Skills, Training and Competencies required: Knowledge of framework governing the nursing profession and the health system. Programme planning. High level of interpersonal relationship. Presentation and facilitation skills. Ability to lease with management. Assertiveness and diplomacy. Knowledge of procedures and policies pertaining to Infection Prevention and Control. Knowledge of EPMD, ideal clinic and new norms and standards.
DUTIES: Conduct inspections to ensure that infection prevention and control (IPC) plans are implemented and that practices are according to the specified IPC policy. Perform training and guidance activities to instil an IPC culture within the institution. Monitor IPC indicators and report to there on to assist in the improvement projects and that significant change is recognized and rewarded. Bench mark best practices and implement these to continuously advance IPC within the institution. Perform IPC monthly audits, surveys and report to senior management. Identify, facilitate and co-ordinate all IPC quality improvement plans. Assist in implementation of new norms and standards and ideal clinic realization and maintenance. Submit monthly statistics and quarterly reports to district office. Ensure that IPC nursing care plans are developed and implemented. Co-ordinate facility IPC meetings and attend district IPC Meetings. Conduct IPC risk management and develop a plan to mitigate identified risks. Ensure that the facility minimize nosocomial infection. Analyse data collected and respond to outbreaks. Report notifiable medical conditions.
ENQUIRIES            : Mrs AS Maphumulo Tel No: (035) 4766242 ext. 204
APPLICATIONS        : All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280
FOR ATTENTION       : Human Resource Practices
NOTE                : The contents of this Circular Minute must be brought to the notice of all eligible
                      officers and employees on your establishment of all Institutions. Institutions must
                      notify all candidates who qualify for post in this circular minute even if they are
                      absent from their normal places of work to apply. Direction to Candidates: the
                      following documents must be submitted: Application for Employment form (Z83)
                      which is obtainable from any Government Department OR from the website -
                      www.kznhealth.gov.za. The application form (Z83) must be accompanied by a
detailed Curriculum Vitae, certified copies of certificates, Identity document and
Driving Licence – not copies of certified copies. The Circular minute number must
be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure
to comply with the above instructions will be disqualify applicants. Person with
disabilities should feel free to apply for the post. The appointment is subject to
positive outcome obtained from the NIA the following checks (security clearance,
credit records, qualification, citizenship and previous experience employment
verification). Due to the large number of applications, receipt of applications will
not be acknowledged. However, every applicant will be advanced of the outcome
of his/her application, in due course. Please note that No Faxed, E-mailed or late
applications will be accepted and considered.

CLOSING DATE        : 07 February 2020
POST 03/300          : CLINIC NURSE PRACTITIONER REF NO: EST/01/2020 (X3 POSTS)
                      Re-advert if you already applied no need to re-apply

SALARY              : R383 226 per annum Plus 13th Cheque, Medical Aid (Optional) Home Owner
                      Allowance 08% rural allowance (Employee must meet the prescribed
                      requirement).
CENTRE              : Institution: Injisuthi Clinic
REQUIREMENTS        : Senior certificate/matric or equivalent national diploma/degree in general nurse
                      and midwife. Current registration with South African Nursing Council as a
registered General Nurse and Primary Health Care. Minimum of 4 years
appropriate/recognized experience as a Professional Nurse after registration as
Professional Nurse with SANC. Post basic qualification in Primary Health Care
accredited to SANC. Knowledge, skills, training and competences required
Knowledge of applicable legislation and guidelines, including scientific nursing and
nursing principle. Perform clinical nursing practice in accordance with the scope of
practice and standard as determined for Primary Health Care facility. Knowledge
of code of conduct. Team building and supervision skills. Co – ordination and
planning skills. Good interpersonal relationship skills.

DUTIES              : Demonstrate effective communication with patients, supervisor and other
                     clinicians including reports writing and statistics. Work as part of multidisciplinary
                     team to ensure quality patient care. Promote preventive and promote health for
                     clients and the community in the clinic. Ability to plan and organize own work and
                     that support personnel to ensure proper nursing care in the clinic. Assist the
                     Operational Manager with overall management and necessary support for
effective functionality of the clinic. Supervision of patients and provision of basic
patients’ needs. Ensure clinical intervention to clients including administrating of
prescribed medication and ongoing observation of patients in the clinics. Ensure
proper utilization and safe keeping of basic medical, surgical pharmaceutical stock.
Responsible for screening, diagnosis and management of patients at primary
health care level. Involved in clinical audits.

ENQUIRIES            : Mrs. Z.E. Mhlanga Tel No: (036) 342 7153
APPLICATIONS        : should be forwarded to: the human resource department, Estcourt District Hospital
                      P/Bag x7058 Estcourt, 3310
NOTE                : Subsistence and Travelling Claims will not be considered due to financial
                      constraints.
CLOSING DATE        : 07 February 2020
POST 03/301 : PROFESSIONAL NURSE: SPECIALTY (OCCUPATIONAL HEALTH NURSE)
REF NO: NDW /OHN/01/20

SALARY : Grade 1: R383 226 – R444 276 per annum
          Grade 2: R471 333 – R579 696 per annum
Other Benefits: 13th cheque, Medical Aid (Optional) Housing Allowance (employee to meet prescribed requirements)

CENTRE : Ndwe CHC

REQUIREMENTS :
   Grade 1  Senior Certificate/Grade 12 Certificate Degree/Diploma in General Nursing and Midwifery One year Post Basic qualification in Occupational Health Nursing Science Plus A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing Current registration with the South African Nursing Council (2020) Proof of current and previous work experience endorsed by the Human Resource Department Computer Literacy Valid Driver’s license. 
   Grade 2  Senior certificate/Grade 12 Certificate Degree /Diploma in General Nursing and Midwifery One year Post Basic qualification in Occupational Health Nursing Science Plus 14 years actual service and/or appropriate/recognizable post-registration experience in General Nursing At least 10 years of this period must be appropriate/recognizable experience in the specialty after obtaining the relevant 1 year post-basic qualification required for the relevant specialty. Current registration with the South African Nursing Council (2020) Proof of current and previous work experience endorsed by the Human Resource Department Computer Literacy Valid Driver’s license. Knowledge, Skills and Competencies Required: Sound knowledge of occupational health and safety Act, COID Act and other relevant regulations. Ability to formulate patient care related policies, clinical and administrative knowledge in the field of occupational health. Good communication and interpersonal skills and ability to function well within a team. Knowledge of infection control, medical waste and risk assessment. Ability to influence the attitudes and opinions of others and gain agreement to plans, proposals and ideas.

DUTIES : Coordinate healthy lifestyle promotion, medical surveillance (baseline, periodical and exit) and procedures and ensure their timeous implementation. Develop and implement Occupational health and Safety training programs, orientation and induction programs. To implement occupational health manuals and protocols, at times you will be expected to work in the clinic. To conduct occupational health audits functions in compliance with the Occupational health and Safety Act 85/1993. Ensure that Occupational health functions are carried out timeously and correctly within the institution. Promote employee wellness and advocate for proper treatment and management and care. Provide optimal, holistic nursing care with set standard and within a professional/legal framework Quality improvement plan, to assist with the drawing and implementation of quality improvement plan. Identify and investigate occupational health diseases to ensure environmental conditions meet and maintain compliance certificates are regulated by Occupational health and Safety Act 85/1993. Develop occupational health business plan and strategist plan in line with institutional plans. Maintain good working relationship with the nursing and multidisciplinary team Development of presentations for orientation and induction programme. Compile statistics and submit reports. Compile and capture IOD cases on relevant forms including compiling of IOD statistics to ensure reporting to Compensation Commissioners office and the Department of Labour.

ENQUIRIES : Mr EM Khumalo Tel No: (032) 532 3048/50
APPLICATIONS : should be forwarded to: The Chief Executive Officer, Ndwe CHC, Private Bag x 528, Ndwe, 4342.
FOR ATTENTION : Dr.O Ayeni Tel No: (032) 532 3050
NOTE : The following documents must be submitted: Application for Employment form (Z83) which is obtainable at any Government. Department or from website www.kznhealth.gov.za. Certified copies of highest educational qualifications – not copies of certified copies. Certified copies of registration certificates where applicable and SANCA receipts. Curriculum Vitae the reference number must be indicates in the column provided in the Z83, e.g. SAP2/2010 Due to the large number of applications we envisage to receive, applications will not be
Acknowledged but every applicant will be advised of the outcome in due course.

NB: Failure to comply with the above instructions will disqualify applicants. (This department is an equal opportunity, affirmative action employer whose aim is to promote representative in all occupational categories in the department) “People with disabilities should feel free to apply” NB: Please note due to financial constraints, shortlisted candidates will not be compensated for S & T claims.

**CLOSING DATE**: 14 February 2020

**POST 03/302**: PROFESSIONAL NURSE SPECIALTY (PAEDIATRICS CRITICAL CARE)

**GRADE 1 TO 2**

Component: Paediatrics

**SALARY**

Grade 1: R383 226 per annum plus 8% rural allowance

Grade 2: R471 333 per annum plus 8% rural allowance

Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional

Employee must meet prescribed policy requirements

**CENTRE**

GJGM Regional Hospital

**REQUIREMENTS**

Degree /Diploma in General Nursing and midwifery or equivalent qualification that allows registration with the SANC as Professional Nurse PLUS, Post basic Diploma Nursing Qualification in Child Nursing Science Nursing Science with duration of One 1(year) or Diploma in Critical Care, accredited with SANC. Proof of current registration (2020 receipt) A minimum of four (4) years appropriate recognizable experience in Nursing after registration as a professional nurse. Proof of current/previous work experience endorsed and stamped by HR must be attached. **Grade 2**: A minimum of 14 years appropriate recognizable experience in Nursing after registration as a professional nurse with SANC in General Nursing. At least 10 years of the period referred to the above must be appropriate/recognisable experience in the specific specialty after obtaining the one year Post – Basic qualification in relevant specialty.

**DUTIES**

Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Ensure accurate record keeping for statistics purposes. Ensure adherence to principles of IPC practices in Paediatrics. Manage the unit in the absence of the supervisor. Manage the utilization of all the resources efficiently and effectively. Promote quality nursing care of the patients and ensuring that a healthy and safe environment is maintained. Assist in the coordination and implementation of the National Core Standards in Paediatrics and in the whole institution for better quality patient’s care. Maintain competence in the execution of her/his duties, while managing high standards of performance including for others.

**ENQUIRIES**

Mrs N.G Mntambo (Assistant Manager Nursing) Tel No: (032) 437 6151

**APPLICATIONS**

Applications to be forwarded to: Human Resources Department, Postal address: The Human Resource Manager, GJGM Hospital, Private Bag x10609, Stanger 4450 Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street.

**FOR ATTENTION**

Mr. S. Govender (Human Resource Manager)

**NOTE**

Directions to Candidates: The following documents must be submitted. Application for employment form (Z83), which is obtainable at any Government Department or form website www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. GJGM/17/2018. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only.

If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following
checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

**CLOSING DATE**: 07 February 2020