Applications: Should be sent by post, The Directorate: Human Resource Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, Office No. 203A, 228 Pietermaritz Street, Pietermaritzburg, 3201.

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

CLOSING DATE: 06 March 2020

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

MANAGEMENT ECHELON

POST 07/156: CHIEF DIRECTOR: RURAL AND INCLUSIVE EDUCATION REF NO: DOE/28/2020

SALARY: R1 251 183 per annum (Level 14) (All-inclusive package to be structured in line with rules for SMS).

CENTRE: Head Office, Pietermaritzburg

REQUIREMENTS: An appropriate Bachelor’s degree or equivalent qualification at (NQF Level 7) in Special Needs Education or Psychological Services, coupled with registration with the relevant professional body or council. A minimum of five (5) years’ experience at a senior managerial level. Competencies: An in-depth knowledge of legal prescripts and policies relevant to the field of Special Inclusive Education as well as other programs and projects associates with the post. Knowledge of PFMA, Public Service Act, and Employment of Educator’s Act and other relevant prescripts and legislations. Good presentation skills. Analytical thinking. Research and Report Writing skills. Financial Management, Policy Formulation and Project Management. Computer Literacy (MS Word, EXCEL, Access, PowerPoint, etc.) Communication (verbal and written) and Interpersonal skills. A valid driver’s license.

DUTIES: Manage the provision of inclusive education, Monitor and evaluate the effectiveness of inclusive education programs. Promote inclusive education by
developing programmes to address the social barriers to learning and development. Manage and monitor the provision of transversal outreach services to Care Centres and Special Schools that have Learners with Severe to Profound Intellectual Disability (LSPID). Monitor and report on the implementation of learning programme in designated schools and care Centres. Manage the provision of multigrade academic support. Facilitate the implementation of curriculum package of rural schools. Forge partnerships for the benefit of the multigrade and special needs schools. Monitor and report on the specialized support (Occupational, Speech and Physio Therapeutic services) given to learners with special educational needs including learners with Severe to Profound Intellectual Disabilities. Supervision of Psychological services rendered and ensure appropriate referrals to the relevant Institutions.

ENQUIRIES: Advocate M.B. Masuku Tel No: (033) 392 1006

OTHER POSTS

POST 07/157: WORKS INSPECTOR: INFRASTRUCTURE PLANNING REF NO: DOE/29/2020

SALARY: R316 791 per annum (Level 08)
CENTRE: Amajuba District

DUTIES: Maintenance and Infrastructure Projects. Assist with the training of Schools on the criteria applicable to maintenance projects and emergency repairs. Assist to assess the School Annual financial reports in terms of maintenance expenditure against performance. NEIMS assessments. Assist to collect relevant data and information for updating NEIMS and Facility Management Systems. Assist to review technical condition assessment findings and make recommendations to Schools on areas that should receive specific attention. Disaster management plans. Assist to monitor compliance of disaster management plans. Provide assistance with preparation of disaster management plans. School Maintenance Plans. Assist to draft School Maintenance Plans and budgets on completion of projects through application of life cycle costs. Assist School to develop maintenance plans and budgets. To implement inspections on infrastructure projects and implement conditions assessments. Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Implement condition assessments.

ENQUIRIES: Mr. A.B. Zwane Tel No: (033) 846 5127

POST 07/158: PERSONAL ASSISTANT

SALARY: R257 508 per annum (Level 07)
CENTRE: Pietermaritzburg, Head Office and District Offices:
Personal Assistant to Chief Director: District Operation Man: Ref No: DOE/30/2020
Personal Assistant to Director: Employee Relations: Ref No: DoE/31/2020
Personal Assistant to Director: Asset Management: Ref No: DoE/32/2020
Personal Assistant to Director: Facilities Management: Ref No: DoE/33/2020
Personal Assistant to District Director: Harry Gwala District: Ref No: DoE/34/2020
Personal Assistant to Director: Legal Services: Ref. No: DoE/35/2020
Personal Assistant to Chief Director: Curriculum Development: Ref No: DoE/36/2020
Personal assistant to District Director: UMgungundlovu District: Ref No: DoE/37/2020
Personal assistant to Director: Supply Chain Management: Ref No: DoE/38/2020
Personal assistant to District Director: Zululand District: Ref No: DoE/39/2020
Personal assistant to District Director: Umkhanyakude District: Ref No: DoE/40/2020

**REQUIREMENTS**: A National Diploma or a Bachelor’s Degree in public administration, or equivalent qualification with a minimum of 3 – 5 years relevant experience in rendering a support service to the management, Language skills & ability to communicate well with people at different level & from different background.
Competencies: Knowledge, Skills, Training & Competences: Professional office etiquette, Excellent administrative practices, organisational & planning skills, Knowledge of office administration, ability to track documents, storage & retrieval, ability to take initiative & work within minimum supervision, Good Communication (verbal & written) and interpersonal skills.

**DUTIES**: Provide a secretarial /receptionist support service to the Director or Chief Director, Render administrative support services, provides support to Director or Chief Director regarding meetings, support the Director with the administration of the Directors Budget.

**ENQUIRIES**: Mr. A.B. Zwane Tel No: (033) 846 5127

**POST 07/159**: ADMINISTRATIVE OFFICER REF NO: DOE/41/2020

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

**CENTRE**: Umgungundlovu District


**DUTIES**: Render communication support services in District: Collate information for news bulletin, news letter from various sub-directorate, Administer information dealing with correspondence /queries to & from Head Office, MECs office & Schools. Co-ordinate the workflow in the office of the District: Maintain records, Maintain records of Districts programmes calendar & update where required, Handle the due date control system, monitor & follow up where due dates are not met. Co-ordinate logistical arrangements for special programmes & high profile events in the District: Arrange venues for the events, prepare invites & send to the role players i.e. Schools, Municipal Reps & community. Develop & maintain database on schools performance in the office of the District Director: maintain all records of the schools performance, update progress & tracking of performance on database.

**ENQUIRIES**: Mr. S. Mabinza Tel No: (033) 3416403

**POST 07/160**: ADMINISTRATIVE OFFICER: RESOURCE PLANNING REF NO: DOE/42/2020 (X2 POSTS)

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

**CENTRE**: Pietermaritzburg, Head Office


**DUTIES**: Conduct fieldwork on the implementation of fair and transparent procedures to deal with contestations regarding technical accuracy. Conduct fieldwork regarding compensation of schools that have exempted parents from payment of school fees Capture and review schools reports on the utilisation of school
allocation vis-a-vis the budgeted expenditure and guidelines from the department assess the School Governing Bodies capacity to manage Section 21. Functions Capture and calculate compensations for schools that have exempted parents from payment of school fees. Capture and review schools reports on the utilisation of school allocation vis-a-vis the budgeted expenditure and guidelines from the department. Re-assess poverty of communities as a response to schools contestations for technical accuracy. Assess poverty of communities for the quintile ranking of new schools towards the development of the Resource Targeting List. Conduct fieldwork for the monitoring of the schools compliance with the SASA and National Norms and. Standards for School Funding.

ENQUIRIES: Mr. A.B. Zwane Tel No: (033) 846 5127

POST 07/161: ADMINISTRATIVE OFFICER REF NO: DOE/43/2020 (X2 POSTS)
Directorate: Logistic, Asset and Disposal

SALARY: R257 508 per annum (Level 07)
CENTRE: Pietermaritzburg, Head Office

DUTIES: Updating of the years acquisition disposal and losses for Assets, Inventory disposal etc. into the Fixed Assets Register, Clear current acquisition queries. Management of movement of Assets. Conducting of asset disposal and losses processes as well as auctioning. Assist with the physical verification of assets. Support District Offices with Asset management related compliance. Provide clerical support to the Directors office.

ENQUIRIES: Mr. A.B. Zwane Tel No: (033) 846 5127

DEPARTMENT OF HEALTH

ERRATUM: Kindly note that the post of Assistant Deputy Director: Medico-Legal Mortuary (for Ugu Health District Office) with Ref No: UGU 01/2020, advertised in Public Service Vacancy Circular 06 dated 14 February 2020; The closing date should read as follows: 28 February 2020. Kindly note that the posts of Medical Officer: Internal Medicine (for Prince Mshiyeni Memorial Hospital) with Ref No: MO/INTEMED 01/2020, advertised in Public Service Vacancy Circular 06 dated 14 February 2020, has been withdrawn.

MANAGEMENT ECHELON

POST 07/162: CHIEF EXECUTIVE OFFICER
Cluster: Hospital Management Services

SALARY: R1 057 326 - R1 245 495 per annum (Level 13) (An all inclusive salary package)
CENTRE: R K Khan Hospital Ref No. G12/2020
King Dinuzulu Hospital Ref No. G13/2020
REQUIREMENTS: An undergraduate qualification (NQF level 7) in a clinical related field with valid registration with the relevant professional body, 5 years of experience at middle managerial level. Unendorsed valid Code B driver’s licence (Code 08). Recommendation: Experience at a Regional/Tertiary Hospital will be an added advantage. A post graduate degree/diploma in management. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and Stamped by employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: Knowledge of relevant legislation such as Nation Health Act, Public Finance Management Act (PMF), Public Service Act and related regulations and policies. Core Competencies: Strategic capacity and leadership, Programme and Project Management, Financial management, Management of people and
empowerment. Progress Competencies: Service delivery innovation, knowledge management, Problem solving and analysis, Communication, Client orientation and customer focus.

**DUTIES**

Job Purpose: To plan, direct, co-ordinate and manage the delivery of clinical and administrative support services in an effective and efficient manner, working with the key executive management team at the hospital and within the legal and regulatory framework, and government requirements. To represent the hospital authoritatively at provincial and public forums, To provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the Hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans as well as the Department’s strategies goals and Objectives. Financial Management: Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, financial planning, resource mobilization, including monitoring and evaluation; Ensure appropriate asset management and accountability of all assets of the institution; Identify strategic and operation risks and ensure that strategies are in place to address these, as well as monitor the progress; Maximize revenue through collection of all income due to the hospital. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources; Promote a safe and healthy working environment through compliance with the Occupational Health and Safety Act, including occupational health and safety committees; Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority in line with PFMA, and Supply Chain Management prescripts; Ensure that goods and services are procured in a cost effective and timely manner; Ensure sound contract management for all contracted services. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital Board and other relevant oversight committee/bodies; Ensure the establishment of the relevant governance structures linked to clinical and non-clinical functions and responsibilities; Manage all the institutions risks and implement strategies to ensure optimal achievement of health outcomes.

**ENQUIRIES**

Ms RT Ngcobo Tel No: (033) 9402499

**APPLICATIONS**

All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 Or Hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower.

**FOR ATTENTION**

Mr N C Mbatha

**NOTE**

Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided 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 evidence of residence. 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 evidence of residence.
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**: 06 March 2020

**OTHER POSTS**

**POST 07/163**: MEDICAL SPECIALIST: OPHTHALMOLOGY REF NO: MEDSPECOPHTHALMOLOGY/1/2020 (X2 POSTS)

Department: Ophthalmology

**SALARY**

- **Grade 1**: R1 106 040 per annum (all-inclusive salary package) excluding Commuted Overtime
- **Grade 2**: R1 264 623 per annum (all-inclusive salary package) excluding Commuted Overtime
- **Grade 3**: R1 467 651 per annum (all-inclusive salary package) excluding Commuted Overtime

**CENTRE**: Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**

- Tertiary Qualification in an appropriate Health Science. Applicants must be currently registered as a Specialist Ophthalmologist with the Health Professions Council of South Africa. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. **Grade 1**: Experience: Not applicable.
- **Grade 2**: 5 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a normal speciality (Ophthalmology).
- **Grade 3**: Experience: 10 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a normal speciality (Ophthalmology)

**KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED**

- Broad knowledge of working in an Ophthalmology Department.
- Good communication and supervisory skills.
- Appropriate specialist procedures and protocol within the field of expertise.
- Assessment, diagnosis and management of patients within field of expertise.
- HR management skills.
- Stress tolerance.
- Ability to work within a team.
- Self-confidence. Capacity to build and maintain relationships.

**DUTIES**

- Manage designated areas of responsibility of the ophthalmology department.
- Conduct general ophthalmology clinics and perform ophthalmic surgery.
- Supervision of post graduate and undergraduate training. Participate in the academic programme & perform research of the Department Ophthalmology, Nelson R Mandela Medical School.

**ENQUIRIES**

Dr Linda Visser, Dept of Ophthalmology Tel No: (031) 2604341

**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**: 13 March 2020
POST 07/164

MEDICAL OFFICER (ORTHOPAEDICS) GRADE 1-3 REF NO: MO/ORTHO 01/2020 (X2 POSTS)

**SALARY**

Grade 1: R821 205 - R884 670 per annum (all-inclusive package)
Grade 2: R938 964 - R1 026 693 per annum (all-inclusive package)
Grade 3: R1 089 693 - R1 3 62 366 per annum (all-inclusive package)

All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules. Other Benefits In-Hospital Area Allowance (18% of basic salary) Commuted overtime (conditions apply)

The incumbent in the post would be required to enter into performance contract for commuted overtime.

**CENTRE**

Prince Mshiyeni Memorial Hospital – Orthopaedics

**REQUIREMENTS**

MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner (Independent Practice Medical Practitioner). Proof of current registration as a Medical Practitioner with HPCSA.

Medical Officer **Grade 1**: No experience required the appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 2**: 5 years appropriate experience as a Medical Practitioner 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 recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 3**: 10 year’s registration 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 recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

**Knowledge, Skills, Training and Competencies**

Sound clinical knowledge, competency and skills in a clinical domain. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibly and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain Ability to teach; guide junior staff within the department.

**DUTIES**

To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted to the Department. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge and regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits. Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained.

**ENQUIRIES**

Dr ARW Mungherera Tel No: (031) 907 8319

**APPLICATIONS**

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

**FOR ATTENTION**

Mrs TZ Makanya

**NOTE**

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

**CLOSING DATE**

06 March 2020

POST 07/165

MEDICAL: ANAESTHETICS REF NO: MOANAES/1/2020 DEPARTMENT: ANAESTHETICS (X2 POSTS)

**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**

IALCH

**REQUIREMENTS**

MBCHB Degree, Current registration with the Health Professions Council of South Africa as a Medical Practitioner. DA (SA) or equivalent.
Recommendation: Four (4) years or more experience in Anaesthetics in a hospital approved by the Colleges of Medicine for specialist Anaesthetic training will be considered an advantage. Preference will be given to candidates who have passed the FCA (SA) Primary examinations.

Experience:

Grade 1: No experience required from South African qualified employees. One 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 Officer after registration with HPCSA as a Medical Practitioner. Six (6) Years relevant experience after registration as Medical Practitioner with the recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. 

Grade 3: Ten (10) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. Eleven (11) Years relevant experience after registration as Medical Practitioner with the 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 communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. 
- Knowledge and skills in Clinical Anaesthesia, Emergency Medical/Surgical Care. 
- Demonstrate ability to supervise and teach junior staff. 
- Demonstrate the ability to work as part of a multidisciplinary team. 

DUTIES:

- Assist with the provision of anaesthetic services as determined by the Head of Anaesthesia at IALCH. 
- Provide peri-operative anaesthetic care of patients including the provision of patient preoperative assessments, anaesthesia, epidural analgesia and ICU care. 
- Assist with evaluation and management of acute and chronic pain service patients at IALCH. 
- Assist in co-ordination and implementation of training programmes pertaining to the specialty of Anaesthesia and allied disciplines. 
- Ensure that the scientific principles of Anaesthesia are maintained. 
- Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. 
- To participate in clinical audit programmes as and when requested. 

ENQUIRIES:

Dr Sudha Bechan 
Tel No: (031) 240 1805

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:

13 March 2020

POST 07/166:

ASSISTANT NURSING MANAGER SPECIALTY UNIT (NIGHT DUTY) REF NO: FNH 01/2020 (X1 POST)

Equity Target: African Male

SALARY:

R614 991 – R692 166 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), Home Owners Allowance, etc., (employee must meet the prescribed requirements). 

CENTRE:

Fort Napier Psychiatric Hospital
ENQUIRIES : Mrs TN Ngcobo Tel No: (033) 260 4341
APPLICATIONS : Must Be Forwarded To: The Human Resource Department Fort Napier Hospital PO Box 370 Pietermaritzburg 3200 OR Hand delivered to: 01 Devonshire Road Napierville Pietermaritzburg 3201.
FOR ATTENTION : Mr S. Shabalala
CLOSING DATE : 06 March 2020
POST 07/167 : ASSISTANT MANAGER NURSING (PN-A7) (NIGHT DUTY) REF NO: AMN NIGHT DUTY/1/2020 (X1 POST)

REQUIREMENTS : Senior Certificate (Grade 12) Standard 10 or equivalent (Vocational National Certificate) Degree/Diploma in General and Psychiatric Nursing; Diploma in Advanced Psychiatric Nursing; A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing; At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification in Advanced Psychiatry Nursing; A minimum of 3 years of the period referred to above must be appropriate/recognizable experience at supervisory level; Proof of current and previous work experience endorsed and signed by Human Resource i.e. certificate of service and. Current registration with SANC (2020) knowledge, skills, training and competencies Knowledge of Nursing prescripts, policies, procedures and protocols. Knowledge and experience of the Public Service Policies, Acts and Regulations. Sound Management, Negotiation, Interpersonal and problem solving skills. Knowledge of Human Resource matters, Labour Relations and Disciplinary procedures and Basic Financial Management skills. Good verbal and written communication, problem solving and project management skills; Ability to function well within the team; Basic computer literacy.

DUTIES : Ensure overall supervision of all services on night duty. Provide guidance and leadership towards the realization of the Institutional strategic and operational goals. Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care within legal framework. Ensure that sound labour relations is promoted on night duty and practiced within the scope of labour and other relevant prescripts. Ensure that the environment complies with the Health and Safety regulations and other relevant prescripts in order to minimize risks. Ensure that staff adheres to the standard precautions and that their welfare is maintained to achieve optimal productivity. Exercise control of expenditure by ensuring efficient and effective management of material and human resources. Ensure the implementation of national, provincial and district quality improvement initiatives at the hospital level and conduct nursing staff meetings to disseminate information such as updates on nursing, new policies etc.

CENTRE : Inkosi Albert Luthuli Central Hospital (IALCH)

REQUIREMENTS : Degree/Diploma in General Nursing and Midwifery. Proof of registration with South African Nursing Council. A minimum of eight 8 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period must be appropriate/recognizable experience at management level. Diploma/Degree in Nursing Administration will be an advantage. Knowledge, Skills, Training and Competencies Required: Leadership, management, planning, organizing and co-ordination skills. Clinical competencies and policy formulation skills. Knowledge of Nursing care delivery approaches. Knowledge of relevant legislative framework governing the public service as well as Nursing Acts and Regulations. Good verbal and written communication skills. Conflict management, Mentorship and Supervisory skills.

DUTIES : Ensure effective management, supervision and utilization of human and material resources. Ensure adherence to prescribed nursing policies and procedures. Ensure smooth running and co-ordinate hospital services during the night. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care at night. Plan and create a clean and safe physical environment and exercise infection prevention and control measures. Provide relevant health information to health care users to assist in achievement of optimal healthcare and rehabilitation of patients. Deal with
disciplinary and grievance matters in monitoring of absenteeism. Evaluate and monitor compliance with clinical protocols, norms and standards of the hospital. Display concern for patients. Advocate treatment including awareness and willingness to respond to patients’ needs. Prepare duty rosters, control drugs, liaise with the multidisciplinary team, conduct rounds and prepare handover reports. Participate in EPMDS management. Participate in implementation of National Core Standards. Participate in nursing and clinical audits. Manage complaints and patient safety incidents.

ENQUIRIES
APPLICATIONS
Ms NO Mkhize Tel No: (031) 2401063
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 due to financial constraints, there will be no payment of S&T Claims.

CLOSING DATE
13 March 2020

POST 07/168
CLINICAL PROGRAMME COORDINATOR
REF NO: PMMH/CPC QA/01/2020 (X1 POST)

SALARY
R444 276 – R500 031 per annum Other Benefits Home Owner Allowance (conditions apply) 13th Cheque and Medical Aid (Optional) In-hospital Area Allowance (8% of Basic Salary).

CENTRE
Prince Mshiyeni Memorial Hospital

REQUIREMENTS
Operational Manager Grade1 (Night Duty) Basic R 425 qualification (i.e. Degree/ Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a ‘Professional Nurse’. Certification of Registration with SANC as a Professional Nurse Proof of current year registration with SANC (2020) Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing Recommendation: Certificate of Registration with SANC as Midwifery and Nursing Administration Knowledge, Skills Training And Competencies Required: Thorough knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks, such as:- Nursing Act, Health Act, Patient Right Charter, Batho Pele principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service and Operational management skills Ability to interact with diverse stakeholders and health care users and gives Good communication skills/Report writing skills/Facilitation skills/ Coordination skills/Liaison skills/Information skills/Planning and organizing skills/ Computer literacy skills.

DUTIES
Manage and monitor proper utilization of human, financial and physical resources. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing plan and evaluation thereof. Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients.

ENQUIRIES
Ms CB Zondo Tel No: (031)-9078518

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APPLICATIONS: to be forwarded to: The Human Resource Manager Prince Mshiyeni Memorial Hospital; Private Bag X 07; Mobeni; 4060
FOR ATTENTION: Ms TB Mkhize
CLOSING DATE: 13March 2020
POST 07/169: PROFESSIONAL NURSE SPECIALITY GRADE 1/2 REF NO: HRM 06/2020 (X3 POSTS)
Directorate: ICU (Paediatrics)

SALARY:
Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Other Benefits: Medical Aid (Optional); Housing Allowance: Employee must meet prescribed requirements.

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 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 EPMD 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 speciality, 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: Mrs. NF Zungu 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 APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as
unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.

**CLOSING DATE**: 13 March 2020

**POST 07/170**: CLINICAL NURSE PRACTITIONER- MATHUNGECLA CLINIC REF NO: MBO 03/2020 (X1 POST)

**SALARY**: R383 226 per annum

**CENTRE**: Mbongolwane District Hospital

**REQUIREMENTS**

Grade 12 (senior certificate) standard 10. Degree/Diploma in General Nursing and Midwifery plus: (1) year post basic in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with SANC. Current registration to practice for 2020. A minimum of 4 years appropriate/recognizable experience after registration as a Professional Nurse and Midwife with SANC. Certificate of service endorsed by Human Resource for all relevant experience. Proof of current and previous experience signed by the supervisor. Knowledge, Skills, Training and Competencies required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH &S Act, Batho Pele and Patients’ rights Charter, Labour Relations Act, Grievance procedures etc. Leadership, Organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge. Good in sight of procedures and policies pertaining to nursing care. Computer skills in basic programs.

**DUTIES**

Supervision of patients and provision of basic needs oxygen availability, nutrition, elimination fluids and electrolyte balance, safe and therapeutic environment in the clinic. Ensure proper usage and understanding of relevant guidelines, policies and protocols e.g. IMCI, EDL booklet etc. Ensure clinical intervention to clients including proper administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programs within the PHC package, monitor performance and outcomes against the set target by the Department and act on deviations. Ensure accurate data generation/collection, verification and submission to FIO timeously. Motivate staff regarding development in order to increase level of expertise and assist patients to develop sense of care. Ensure effective implementation of National Core Standards (OHSC) and Ideal Clinic realization. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist operational manager with overall management and necessary support for effective functioning in the clinic. Work as a part of multi-disciplinary team to ensure good Nursing Care in the clinic. Be able to plan and organize own work and that of support personnel to ensure proper Nursing Care in the clinic. Ensure proper utilization and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock. Assist in implementation of ideal clinic programme.

**ENQUIRIES**

Mr VH Zikhali Tel No: (035) 4766242 ext. 204

**APPLICATIONS**

All applications should be posted to: The CEO, Private Bag x126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital.

**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 : 06 March 2020

POST 07/171 : CLINICAL NURSE PRACTITIONER PRIMARY HEALTH CARE STREAM:
REF NO: UMG01/20/20 (X1 POST)

SALARY : Grade 1: R383 226 - R444 276 per annum Plus 8% rural allowance
Grade 2: R471 333 – R 579 696 per annum Plus 8% rural allowance
Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional

CENTRE : Umgungundlovu Health District: Component: Songonzima Clinic

REQUIREMENTS : Grade 1
grade 12 (National Senior Certificate), Degree/Diploma in General nursing and Midwifery 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Registration with SANC as General Nurse, Midwife and Primary Health Care. A minimum of 4 years appropriate/recognizable experience as a General Nurse

Grade 2
Matric grade 12 (National Senior Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Proof of current and previous work experience endorsed by the employer must be attached.

Knowledge, Skills, Training and Competencies Required:
Demonstrate understanding of Nursing legislation and related legal and ethical nursing practices within Primary Health Care environment, demonstrate a basic understanding of HR and financial policies and practice. Good communication skills. Good interpersonal skills, Team building and supervisory skills.

DUTIES : Provide quality comprehensive Primary Health care by promoting preventative, curative and rehabilitative services for the clients and community. Administrative service such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patients’ needs and expectations according to Batho Pele Principles. Promote quality of nursing care as directed by standards at Primary Health Care facilities. The incumbent will be expected to work overtime and extended hours.

ENQUIRIES : Mrs NM Ngubane Tel No: (033) 395 4330
APPLICATIONS : All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg 3200 or Hand Deliver to: 171 Hoosen Haffejee Street (Burg street).

FOR ATTENTION : Human Resource Practices
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided 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. The Department will not be
liable where applicants use incorrect/no reference number(s) on their applications. Preference will be given to African Males.

**CLOSING DATE** : 06 March 2020

**POST 07/172** : ASSISTANT DIRECTOR: EMS/DEPARTMENT OF HEALTH: FLEET MANAGEMENT REF NO: G14/2020

Cluster: EMS Fleet Management

**SALARY** : R376 596 per annum (Level 09). Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance; Employee must meet prescribed requirements

**CENTRE** : Head Office: Pietermaritzburg

**REQUIREMENTS** : Grade 12 Certificate, A certificate in fleet or motor mechanic management; Plus A minimum of five (5) years supervisory/officer in fleet management component; Plus Unendorsed valid Code B driver’s licence (Code 08). Recommendations: Training programmes and/or experience in Fleet Management and Public Administration will serve as a recommendation. NB: All shortlisted candidates will be required to submit a proof of work experience endorsed and stamped by employer/s prior to the date of the interview. Knowledge, Skills, Training And Competence Required:- The incumbent of this post will report to the Deputy Systems, and will be responsible to ensure the effective and efficient Fleet management for all vehicles EMRS, and as such the ideal candidate must:- Possess good knowledge and understanding of the policies and procedures governing fleet management in the public service sector. Have the ability to make independent decisions. Have the ability to exercise good judgement and understanding of and interpreting departmental policies and procedures. Proactive approach to problem solving. Knowledge of Financial Management, Vehicle requirements and Tender processes. Have skills of Analytical thinking, Effective conflict resolution and Management service improvement programs. Ability to draw up relevant specification. Have the ability to translate strategic and transformation objectives into practical planning frameworks. Have the ability to prioritise issues and other work related matters and to comply with time frames. Be computer literate with a proficiency in MS Office Software applications. Have high levels of accuracy and good numeric ability. Have sound organisation ability.

**DUTIES** : Ensure effective utilization of resources. Planning, Deployment, Monitoring, Upgrading Programmes Adequate Management of fleet allocated budget. Develop a business plan. Develop a maintenance system. Develop procedures and controls for EMS Fleet. Ensure that all procurement procedures are in line with DOH regulations Apply the tender board guidelines. Draft, compile and submit reports on fleet utilisation and maintenance. Update reports and provide recommendations. Ensure that all staff are compliant with service needs/ensure that fleet planning procedure is in line with the business plan. Develop guideline framework.

**ENQUIRIES** : Ms. B.N Zungu Tel No: (033) 940 2425

**APPLICATIONS** : All applications should be forwarded to: The Chief Director: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 Or Hand Delivered to: 330 Langalibalele Street, Natalia Building, Registry, Room 110, 6th Floor, South Tower.

**FOR ATTENTION** : Miss N.S Buthelezi Tel No: (033) 395 2896

**NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided 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**: 06 March 2020

**POST 07/173**: **DIETICIAN: GRADE 1 – 3**

**SALARY**:
- Grade 1: R317 976 per annum
- Grade 2: R372 810 per annum
- Grade 3: R439 164 per annum

**CENTRE**:
- PMB Assessment & Therapy Centre Ref No: M01/2020 (X1 Post)
- Phoenix Assessment & Therapy Centre Ref No: M02/2020 (X1 Post)
- KZN Children Hospital Ref No: M03/2020 (X1 Post)
- Ngwelezane Hospital Ref No. M04/2020 (X1 Post)
- Queen Nandi Regional Hospital Ref No: M05/2020 (X1 Post)

**REQUIREMENTS**:
For The Above Post:
- Bachelor of Science Degree in Dietetics or equivalent
- Plus Post graduate diploma in Dietetics or have completed a 4 year integrated course in Dietetic
- Plus Completed community service year
- Unendorsed valid Code B driver’s licence (Code 08).

**Grade 1**: No experience required after registration.

**Grade 2**: A Minimum of 10 years appropriate experience in Dietitian after registration as a Dietitian with the Health Professions Council of South Africa (HPCSA)

**Grade 3**: A Minimum of 20 years appropriate experience in Dietitian after registration as a Dietitian with the Health Professions Council of South Africa (HPCSA)

Knowledge, Skills, Training And Competencies Required:
- Broad understanding of a range of disease conditions in both adults and paediatric clients which he/she must be able to identify/treat/follow-up and educate for home care. Skills on nutrition assessment and classification of patients with disabilities. Knowledge on the nutrition treatment required for patients with disabilities.
- A sound clinical knowledge of human nutrition and associated therapeutic nutrition interventions must be demonstrated. Ability to co-ordinate and implement dietetic services.

**DUTIES**:
- Provide clinical nutritional management and care to in and outpatients. Monitor and evaluate the effects of nutrition care intervention on individual or groups of patients’ nutrition status to determine the efficiency of the nutritional care plan. Develop evidence based standard operating procedures relevant to nutrition care for patients living with disabilities. Compile therapeutic menus suitable for patients with disabilities. Conduct nutrition education and promotion activities. Conduct outreach visits to PHC feeder clinics to develop appropriate nutritional support services for children with disabilities as well as monitor implementation of nutrition care plans. Maintain high quality statistics for the Dietetic unit. Manage dietetic resources effectively and engagement with internal and external stakeholders including suppliers. Ensure that nutrition care records of assessment, treatment and progress are maintained in accordance with HPCSA requirements. Improve professional competence by regular self-evaluation and application of current research information and methods to nutrition practice in order to optimize nutrition care. Teaching and conducting research including participating in under and post graduate research projects as well as in-service training programmes for dieticians and other health professionals. Support training of staff regarding nutrition and quality standards. Maintain CPD accreditation as stipulated by HPCSA.

**ENQUIRIES**:
MR D Simbeye Tel No: (033) 395 2927

**APPLICATIONS**:
- All PMB Assessment & Therapy Centre – Applications Should Be Forwarded To: Human Resource Management Services: P/Bag X9006, Pietermaritzburg, 3200 or Hand Delivery to: Chota Motola Road Northdate Pietermaritzburg.
- All Phoenix Assessment & Therapy Centre Applications Should Be Forwarded To: Human Resource Management Services: P/Bag X54318, Durban, 4000 or Hand Delivery to: 83 Jan Smuts Highway, Mayville Durban.
Directions To Candidates:- 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.
- Certified copies of identity document, driver’s licence, highest educational qualifications and professional registration certificates – not copies of certified copies. Curriculum Vitae. The Reference Number must be indicated in the column provided on the form Z.83.
- NB: Failure to comply with the above instructions, faxed and e-mailed application will disqualify the 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). Reference checking will be done as part of the selection process. (If applicable) Persons with disabilities should feel free to apply for any of the advertised posts. 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. Circular Minute No. M01/2020 the contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work.

NOTE:

Circular Minute No. M06/2020

CLOSING DATE: 06 March 2020

POST 07/174: ORAL HYGIENIST: GRADE 1 – 3 REF NO: M06/2020

SALARY: Grade 1: R317 976 per annum
Grade 2: R372 810 per annum
Grade 3: R439 164 per annum

CENTRE: Phoenix Assessment & Therapy Centre

REQUIREMENTS: An appropriate Degree/Diploma in Oral Hygienist. Plus Current registration with the Health Professions Council of South Africa as an Oral Hygienist. Plus Unendorsed valid Code B driver’s licence (Code 08). Grade 1: No experience required after registration with the HPCSA as an Oral Hygienist. 1 Year relevant experience after registration with the HPCSA as an Oral Hygienist in respect of the foreign qualified employees. Grade 2: 10 years relevant experience after registration with the HPCSA as an Oral Hygienist in respect of the RSA qualified employees who performed community service as required in South Africa. Grade 3: 20 years relevant experience after registration with the HPCSA as an Oral Hygienist in respect of the foreign qualified employees of whom it is not required to per performed community service as required in South Africa. Knowledge, Skills, Training and Competencies Required: Sound and expert knowledge of oral hygiene therapeutic and preventative processes and procedures. Supervisory, analytical, team building and communication skills. Cultural diversity management, training and presentation skills. Good interpersonal skills.

DUTIES: Clinical – conduct screening, promotion and preventive programmes for children with neurological disorders and disabilities. Establish and maintain an oral hygiene services for children with disabilities as well as communication with internal and external stakeholders and suppliers. Perform a variety of well-defined basic and advance oral health therapeutic procedures to patients.
Conduct community outreach services and develop appropriate oral hygiene services to children with disabilities. Provide and promote quality improvement and assurance programmes. Establish an integrated health team for the assessment of oral health status of learners at schools. Facilitate access of mouth-care packs to communities and institutions. Promote the health promoting school concept and establish health promoting policies at schools. Co-ordinate and give training and lectures about oral diseases to communities and other health professionals. Participate in Oral Health research programmes and surveys as well as conducting in-service training programmes for oral hygienists and other health professionals. Provide counselling and support to patients undergoing rehabilitative oral health treatments. Compile written reports and submit statistical returns. Supervise students and support personnel in the unit by allocating tasks and coordinating their work schedules. Maintain CPD accreditation as stipulated by HPCSA. Maintain record, produce documents and complete other administrative duties as required.

ENQUIRIES:
Mr D Simbeye Tel No: (033) 395 2927

APPLICATIONS:
All Phoenix Assessment & Therapy Centre Applications Should Be Forwarded To: Human Resource Management Services: P/Bag X13, Mount Edgecombe, 4068 or Hand Delivery to: 100 Phoenix Highway, Phoenix.

NOTE:
Directions To Candidates:-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. Certified copies of identity document, driver’s licence, highest educational qualifications and professional registration certificates – not copies of certified copies. Curriculum Vitae. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions, faxed and e-mailed application will disqualify the 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, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Reference checking will be done as part of the selection process. (If applicable) Persons with disabilities should feel free to apply for any of the advertised posts. 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. Circular Minute No. M01/2020. The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work.

CLOSING DATE: 06 March 2020

POST 07/175: SOCIAL WORKER: GRADE 1 – 3
Cluster: Social Work Services

SALARY:
Grade 1: R257 592 per annum
Grade 2: R316 794 per annum
Grade 3: R384 228 per annum

CENTRE:
PMB Assessment & Therapy Centre Ref No. G07/2020 (X1 Post)
Phoenix Assessment & Therapy Centre Ref No. G08/2020 (X1 post)
KZN Children Hospital Ref No. G09/2020 (X1 Post)
Ngwelezane Hospital Ref No. G10/2020 (X1 Post)
Queen Nandi Regional Hospital Ref No. G11/2020 (X1 Post)

REQUIREMENTS:
Bachelor of Social worker. Plus Current registration with the SACSSP as Social worker. Plus Unendorsed valid Code B driver’s licence (Code 08). Knowledge, Skills, Training and Competencies Required: Theoretical and practical knowledge of social work. Knowledge of government policies and legislation pertaining to social work practices. Social work skills: Counselling, Psychosocial assessment, Networking skills. Communication skills include verbal and writing skills. Ability to communicate in English and IsiZulu.
Problem solving & confidentiality  

**Grade 1**: No experience required after registration.  

**Grade 2**: A Minimum of 10 years appropriate experience in social work after registration as Social worker with the SACSSP  

**Grade 3**: A Minimum of 20 years appropriate experience in social work after registration as Social worker with the SACSSP.  

**Key Performance Areas:** Conduct Psycho-social assessments of patients and families. Provide screening, counselling, social support and therapeutic programmes for children with disabilities. Provide pre-discharge planning of patients. Conduct community outreach services and develop appropriate screening and social support services for children with disabilities and their families. Establish and maintain social support services for children with disabilities including communication with relevant internal and external stakeholders and partners. Provide and maintain records of Social Work interventions, process and outcomes. Implement the recommended Interventions by providing continued support counselling, guidance plus advice to the affected individuals, groups and families. Participate in undergraduate and post graduate research projects including conducting in-service training programmes for social workers and other health professionals. Compile patient's reports and facilitating referrals to higher level of care.  

**ENQUIRIES**  
Mr D Simbeye Tel No: (033) 395 2927  

**APPLICATIONS**  
All PMB Assessment & Therapy Centre: Applications Should Be Forwarded To: Human Resource Management Services: P/Bag X9006, Pietermaritzburg, 3200 OR Hand Delivery to: Chota Motola Road Northdale Pietermaritzburg.  

All Phoenix Assessment & Therapy Centre: Applications Should Be Forwarded To: Human Resource Management Services: P/Bag X13, Mount Edgecombe, 4068 OR Hand Delivery to: 100 Phoenix Highway, Phoenix.  

All KZN Children Hospital: Applications Should Be Forwarded To: Human Resource Management Services: P/Bag X54318, Durban, 4000 OR Hand Delivery to: 83 Jan Smuts Highway, Mayville Durban.  

All Ngwelezane Hospital: Applications Should Be Forwarded To: Human Resource Management Services: P/Bag X20021 Empangeni, 3880 OR Hand Delivery to: Thanduyise Road, Next to Ngwelezane Police Station Directions.  

All Queen Nandi Regional Hospital: Applications Should Be Forwarded To: Human Resource Management Services: P/Bag X20006, Empangeni, 3380 OR Hand Delivery to: 29 Union Street, Empangeni 3380.  

**NOTE**  
Directions to candidates:–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. Certified copies of identity document, driver’s licence, highest educational qualifications and professional registration certificates – not copies of certified copies. Curriculum Vitae. The Reference Number must be indicated in the column provided on the form Z.83. NB: Failure to comply with the above instructions, faxed and e-mailed application will disqualify the 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, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Reference checking will be done as part of the selection process. (If applicable) Persons with disabilities should feel free to apply for any of the advertised posts. 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. (Circular Minute No.M01/2020 the contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work.  

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