ANNEXURE N

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF EDUCATION

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: 13 March 2020

NOTE: 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. Note: The filling of the post
will be done in terms of the Department’s approved Employment Equity Plan
Due to ongoing internal processes, the Department reserves the right to
withdraw any post at any time. The Department reserves the right to verify
the qualifications of every recommended candidate prior to the issuing of an
offer of employment. Preference Will Be Given To Persons from Designated
Groups Including Persons with Disabilities. The Provincial Department of
Education: Kwazulu-Natal Is an Equal Opportunity Affirmative Action
Employer.

OTHER POSTS

POST 08/102: DEPUTY DIRECTOR: SA-SAMS AND SYSTEMS DEVELOPMENT
REF NO: DOE/44/2020
Directorate: Education Management Information Systems (EMIS)

SALARY: R733 257 per annum (Level 11) (All-inclusive package to be structured in
line with rules for MMS).

CENTRE: Pietermaritzburg, Head Office

REQUIREMENTS: A Bachelor’s Degree in Information Technology/Information
Systems/Computer Science or equivalent qualification at NQF Level 7
coupled with six years’ work experience of which 3-5 years must be in a
middle management experience, in Information Management & Analysis
environment. Highly developed database management skills & can
demonstrate proficiency in Microsoft Access, Microsoft SQL Server,
programming skills and other Microsoft Office Suite of products.
Mathematics/Statistics as a subject at tertiary level is strongly
recommended. Knowledge of South African Schools Act of 1996, Education
Information Policy of 2004, (PFMA) Public Finance Management Act,
Promotion of Access to Information Act 2 of 2000, Protection of Personal
Information Act of 2013. Employee Performance and Management System.
Public Service Act of 1999 and Regulations. Information security, Project
Management Methodologies. Good verbal & written communication skills.
Good interpersonal skills. A valid driver’s license.

DUTIES: Manage the provisions of the Education Information Policy. Monitor and
manage all data collection activities. Manage SQL Server database.
Develop and maintain the Data Warehouse. Prepare reports on various processes for management & the budget for the sub-directorate. Monitor and Management of the South African School Administration and Management System (SA-SAMS). Monitor SA-SAMS training for the province. Develop internal data management policies. Develop the Business Intelligence Tool (BI). Develop and maintain new systems as required. Serve on various committees within the department. Management of data connectivity between schools and the department. Staff and resource management. Carry out & perform other tasks allocated by the management.

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

POST 08/103 : DEPUTY DIRECTOR: LURITS, ANALYSIS AND REPORTING REF NO: DOE/45/2020
Directorate: Education Management Information Systems (EMIS)

SALARY : R733 257 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).

CENTRE : Pietermaritzburg, Head Office


DUTIES : Manage the provisions of the Education Information Policy. Manage Data Quality Audits. Develop, implement and maintain policy on data management. Prepare statistical reports. Prepare report on various process for management & the budget for the sub-directorate. Maintain the Business Intelligence Tool (BI). Management of the Learner Unit Record Information and Tracking System (LURITS). Carry out and perform other tasks allocated by management. Serve on various committees within the department. Integration of the Business Intelligence and ArcGIS Suite. Implement the provisions of the Education Information and Spatial Data Policies. Staff and resource management.

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

POST 08/104 : DEPUTY DIRECTOR: POLICY, RESEARCH, KNOWLEDGE MANAGEMENT AND SERVICE DELIVERY REF NO: DOE/46/2020
Directorate: Strategic Management, Monitoring & Evaluation

SALARY : R733 257 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).

CENTRE : Pietermaritzburg: Head Office

REQUIREMENTS : A Bachelor’s degree in Public Administration or equivalent qualification at NQF Level 7 coupled with six years’ work experience of which 3-5 years must be in a middle management experience. Three years’ experience in policy, research, knowledge management or related or related fields. Competent writing and analytical skills. Good communication skills. Good computer skills. Competencies: Knowledge of the Public Service Act, Public Service Regulations, Public Service Management Act and all other relevant
prescripts. Strategic leadership and analytical skills. Strong verbal and written communication skills, reporting and presentation skills. Interpersonal skills, problem solving and project management skills. Computer literacy (MS Word, Excel, Access and PowerPoint). A valid driver’s licence. Knowledge in Policy Development will be an added advantage.

**DUTIES**: Gather and analyse data for policy analysis. Manage queries from the Auditor-General, Treasury and other Oversight Authorities and prepare relevant responses. Assist other sections with policy development. Develop Standard Operating Procedures for Strategic Plans, Annual Performance Plans, Quarterly Performance Plans, Annul Reports and Operational plans. Develop the Department’s Service Delivery Improvement plan. Manage Batho Pele Programmes. Manage SMME Risks and prepare risk turnaround strategies and report. Realign processes and policies to achieve organisational goals. Identify priorities of the department and communicate to the system. Liaise with the National Departments of Education. Liaise with Provincial Treasury. Prepare SMME Budget. Liaise in matrix relationship with other branches of the Department. Dissemination of Information throughout the system. Researching and reporting on policy implementation. Analyse policies and prepare reports. Realign policies to attain strategic objectives of the department. Review and comment on policies. Analyse policy and comment on implementation gaps and resource targeting. Maintain a repository of all policies and SMME documents.

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

**POST 08/105**: DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: DOE/47/2020
Directorate: Strategic Management, Monitoring & Evaluation

**SALARY**: R733 257 per annum. (Level 11) (All-inclusive package to be structured in line with rules for MMS).

**CENTRE**: Pietermaritzburg, Head Office

**REQUIREMENTS**: A Bachelor’s Degree in Public Administration or equivalent qualification at NQF Level 7 coupled with six years’ work experience of which 3-5 years must be in a middle management 3 years’ experience in strategic planning or related fields. Competent writing and analytical skills. Good communication skills. Good computer skills. Competencies: Knowledge of the Public Service Act, Public Service Regulations, Public Service Management Act and all other relevant prescripts. Strategic leadership and analytical skills. Strong verbal and written communication skills, reporting and presentation skills. Interpersonal skills, problem solving and project management skills. Computer literacy (MS Word, Excel, Access and PowerPoint). A valid driver’s licence. Knowledge in Policy Development will be an added advantage.

**DUTIES**: Prepare Annual Performance Plan. Compile Operational Plan of the Department. Prepare Strategic Plans and Priorities of the Department. Develop all other plans as deemed necessary by the Department and oversight authorities. Realign processes and policies to achieve organizational goals. Prepare revised strategic outcomes, impacts and indicators. Liaise with the National Departments of Education. Liaise with Provincial Treasury. Compile the SMME Budget. Develop managers on Strategic Planning. Gather Data. Establish targets for the Department from inputs received. Develop Strategic Operating Procedures for all Strategic Planning documents and for target setting. Prepare System Reports. Prepare coffee table reading material on Strategic Planning.

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

**POST 08/106**: DEPUTY DIRECTOR: LEASE AND INVENTORY REF NO: DOE/48/2020
Directorate: Logistics, Assets and Disposals

**SALARY**: R733 257 per annum (Level 11) (All-inclusive package to be structured in line with the rules for MMS)

**CENTRE**: Pietermaritzburg, Head Office
REQUIREMENTS: A Bachelor’s Degree in Commerce or equivalent qualification at NQF Level 7 coupled with six years’ work experience of which 3-5 years must be in a middle management Computer Literacy. Valid Driver’s License. Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, Province practice notes, Delegation authority, Basic Conditions of Employment, Public Service Act and Regulations, Constitution of RSA and other relevant legislation. Advanced knowledge of PFMA, Treasury regulation, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation. Skills: computer (BAS and spreadsheet), Interpretation and application of policy, Policy development and managerial skills, strategic Planning, Problem solving analytical thinking, ability to communicate and present issues to management. Good Computer Knowledge. Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Risk analysis and control, oriented. Knowledge of Hardcat System.

DUTIES: To manage the Logistics, Assets and Disposals Directorate with regard to the management of inventory, assets and operating lease in terms of the PFMA, Treasury Regulations, KZN Education Assets Management Framework, Treasury Practice notes and other relevant legislation as well as reporting on the Interim Financial Statements, Annual Financial Statements. Ensure the management services. Attend and investigate correspondence relation to the asset Register. Manage and maintain the departments asset Register. Processing and authorising BAS documents and reports. Deal with logistics related queries. Attend to yearly reconciliation and amend previous years reconciliation. Supervise staff liaising with the Districts Directors and Asset controllers. Provide Reports on the Audits of stolen and missing assets. Assist with operating lease and Inventory Management. Reconcile Assets additions per BAS to FAR. Supervise asset disposal processes and auctioning.

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

POST 08/107: DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: DOE/49/2020 Directorate: Logistics, Assets and Disposals

SALARY: R733 257 per annum (Level 11) (All-inclusive package to be structured in line with the rules for MMS)

CENTRE: Pietermaritzburg, Head Office

REQUIREMENTS: A Bachelor’s Degree in Commerce or equivalent at NQF Level 7 coupled with six years’ work experience of which 3-5 years must be in a middle management Computer Literacy. Valid Driver’s License. Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, Province practice notes, Delegation authority, Basic Conditions of Employment, Public Service Act and Regulations, Constitution of RSA and other relevant legislation. Advanced knowledge of PFMA, Treasury regulation, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation. Skills: computer (BAS and spreadsheet), Interpretation and application of policy, Policy development and managerial skills, strategic Planning, Problem solving analytical thinking, Ability to communicate and present issues to management. Good Computer Knowledge. Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Risk analysis and control, oriented. Knowledge of Hardcat System.

DUTIES: To manage the Logistics, Assets and Disposals Directorate with regard to the management of inventory, assets and operating lease in terms of the PFMA, Treasury Regulations, KZN Education Assets Management Framework, Treasury Practice notes and other relevant legislation as well as reporting on the Interim Financial Statements, Annual Financial Statements. Ensure the management services. Attend and investigate correspondence relation to the asset Register. Manage and maintain the departments asset Register. Processing and authorising BAS documents.
and reports. Deal with logistics related queries. Attend to yearly reconciliation and amend previous years reconciliation. Supervise staff Liaising with the Districts Directors and Asset controllers. Provide Reports on the Audits of stolen and missing assets. Assist with operating lease and Inventory Management. Reconcile Assets additions per BAS to FAR. Supervise asset disposal processes and auctioning.

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

POST 08/108: DEPUTY DIRECTOR: FUNDING NORMS AND STANDARDS REF NO: DOE/50/2020
Directorate: Resource Planning

SALARY: R733 257 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).

CENTRE: Pietermaritzburg, Head Office

REQUIREMENTS: A Bachelor’s Degree in Finance/Statistics or equivalent qualification at NQF Level 7 coupled with six years’ work experience of which 3-5 years must be in a middle management Knowledge of National Educational Policy Act, South African Schools Act, Public Service Act, PFMA and other relevant prescripts. Competencies: Knowledge on National Education Policy Act, South African School Act, Public Service Act, PFMA and Other Relevant Prescripts Good management organizing, Planning, Presentation and Reports writing skills. Advanced computer literacy (MS Word, Excel, Access, and PowerPoint). Advanced skills in Data Collection, Analysis and Interpretation. Advanced skills in financial management and project management. Strong verbal and written communication skills. Strategic leadership and analytical skills. A valid driver’s license.

DUTIES: Develop the Provincial resource targeting lists of public schools, including specials and full service schools, manage the allocation of funding to grade R and ECD centres through ECD funding norms, manage funding allocation to public schools to affiliate to association of SGBS, manage the application of the checklist to the independent schools to allocate subsidies, monitor the utilization of independent schools subsidies manage the process of payment of compensation for fee exemptions of public schools, manage and implement procedures for contestations for technical accuracy and applications for deviations.

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

POST 08/109: DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: DOE/51/2020
Directorate: Resource Planning

SALARY: R733 257 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).

CENTRE: Pietermaritzburg, Head Office

REQUIREMENTS: A Bachelor’s Degree in Finance/Statistics or equivalent qualification at NQF Level 7 coupled with six years’ work experience of which 3-5 years must be in a middle management Competencies: Knowledge on National Education Policy Act, South African Schools Act, Public Service Act, PFMA And Other Relevant Prescripts Good management organizing, planning, Presentation and Report Writing Skills. Advanced computer literacy (MS word, Excel, Access and PowerPoint). Advance skills in financial management and project management. Advanced skills in DATA collection, Analysis and Interpretation. Strong verbal and written communication skills. Strategic leadership and analytical skills. A valid driver’ license.

DUTIES: Manage the allocation of Section 21 Functions in Public schools. Monitoring the compliance of section 21 Public Schools with SASA and NNSSF. Manage the analysis of Audited Financial Statements for Public Schools. Manage expenditure reporting for public schools. Manage compliance of all public schools with SASA, 1996 as amended on banking and budgeting. Manage the implementation of the School Funding Norms Policy
implementation Manual. Monitor the utilisation of independent schools subsidies

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

POST 08/110 : ASSISTANT DIRECTOR: SA-SAMS AND SYSTEMS DEVELOPMENT

REF NO: DOE/52/2020

Directorate: Education Management Information Systems (EMIS)

SALARY : R376 596 per annum (Level 09)

CENTRE : Pietermaritzburg, Head Office


DUTIES : Implement the provision of the Education Information Policy. Implement Data Quality Audits. Implement policy on data management. Prepare statistical reports. Maintain the Business Intelligence Tool (BI). Manage the Learner Unit Record Information and Tracking System (LURITS). Carry out...
and perform other tasks allocated by management. Integration of the Business Intelligence and ArcGIS Suite. Implement the provisions of the Education Information and Spatial Data Policies. Staff management.

ENQUIRIES

POSTS 08/112

ASSISTANT DIRECTOR: STRATEGIC REPORTING REF NO: DOE/54/2020

Directorate: Strategic Management, Monitoring & Evaluation

SALARY

R376 596 per annum (Level 09)

CENTRE

Pietermaritzburg, Head Office

REQUIREMENTS

A Bachelor’s Degree in Public Administration or equivalent qualification at NQF Level 7 coupled with six years’ work experience of which 3-5 years must be in middle management, 3 years’ experience in strategic reporting or related field, Competent writing & analytical skills. Competencies: Knowledge of the Public Service Act, Public Service Regulations, Public Services Management Act & All other relevant prescripts, Strategic Leadership & analytical skills. Strong verbal & written communication skills, reporting & presentation skills, Interpersonal skills, Problem solving & project management skills, Computer literacy (MS Word, Excel, Access & PowerPoint). A Valid driver’s licence, knowledge of Balance Score Card System will be an added advantage.

DUTIES

Compile a framework for strategic reporting, develop standard Operating Procedures for Strategic Reporting, Co-ordinate & manage the activities of the Reporting Forum, Assist in Developing all strategic reports, Collect information for preparation of all Oversight Reports, Collects, collate & consolidate information Annual Reports, Collect, collate & consolidate information for Quarterly Performance Reports, Collect, collate & consolidate information for Quarterly Operational Report, Gather relevant data from various sources, Report on Performance on a Quarterly basis, liaise with the national Department of Education, Manage the eQPR system, quality assure all performance reports, liaise with Provincial Treasury, Assist with The preparation of the SMME Budget, conduct education economic data processing, Liaise in matrix relationship with other Branches of the department as well as oversight authorities, Assist Branches in compilation of Reports, Prepare System Report, Establish & maintain a repository of all strategic reporting documents.

ENQUIRIES

POST 08/113

ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: DOE/55/2020

Directorate: Strategic Management, Monitoring & Evaluation

SALARY

R376 596 per annum (Level 09)

CENTRE

Pietermaritzburg, Head Office

REQUIREMENTS

A Bachelor’s Degree in Public Administration or equivalent at NQF Level 6 coupled with five years’ work experience of which 3 years must be in supervisory level 3 years’ experience in strategic planning or related fields, Component writing & analytical skills. Competencies: Knowledge of the Public Service Act, Public Service Regulations, Public Service Management Act and all other relevant prescripts, Strategic leadership and analytical skills. Strong verbal and written communication skills, reporting and presentation skills. Interpersonal skills, problem solving and project management skills. Computer literacy (MS Word, Excel, Access and PowerPoint). A valid driver’s licence. Knowledge of Balance Score Card System will be an added advantage.

DUTIES

Assist in developing all strategic planning documents, Collect information for preparation of Annual Performance Plan. Collect, collate and consolidate information for the Operational Plan of the Department. Collect, collate and consolidate information for strategic Plans and Priorities of the Department. Collect, collate and consolidate information for all other plans as deemed necessary by the Department and Oversight authorities. Realign processes
and policies to achieve organizational goals. Prepare revised strategic outcomes, impacts and indicators. Liaise with the National Departments of Education. Prepare SMME Budget, Liaise with budget to ensure budget address strategic priorities. Liaise with Provincial Treasury, Develop managers on Strategic Planning. Gather Data and establish a reliable data bank, Collect information for target setting. Develop Standard Operating Procedures for all Strategic Planning documents and for target setting. Prepare System reports, maintain a repository of all strategic planning documents.

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

POST 08/114 : ASSISTANT DIRECTOR: LEASE AND INVENTORY REF NO: DOE/56/2020
Directorate: Logistics, Asset and Disposals

SALARY : R356 289 per annum (Level 09)
CENTRE : Pietermaritzburg, Head Office
REQUIREMENTS : A Bachelor’s Degree in Commerce or at NQF Level 6 coupled with five years work experience of which 3 years must be in supervisory level. Computer Literacy. Valid Driver’s License. Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, Province practice notes, Delegation authority, Basic Conditions of Employment, Public Service Act and Regulations, Constitution of RSA and other relevant legislation. Advanced knowledge of PFMA, Treasury regulation, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation. Skills- computer (PERSAL, BAS and spreadsheet), Interpretation and application of policy, Policy development and managerial skills, strategic Planning, Problem solving analytical thinking, Ability to communicate and present issues to management. Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Risk analysis and control, Good inter-personal communication, Planning and Organising, Report writing, Innovation and creativity and empowerment. To provide assets Inventory and operational lease management services in relation to monthly asset verification and policy implementation and management.

DUTIES : Provide assets Inventory and operational lease management services in relation to monthly asset verification and policy implementation and management. Attend and investigate correspondence relation to the asset Register. Manage and maintain the departments asset Register. Provide clarity on the on the Auditor General Findings. Reconcile Assets additions per BAS to FAR. Liaising with the Districts Directors and Asset controllers. Perform Personnel Management. Provide Logistics, services with regards to Disposal Services. Consolidate, manage the evaluate the asset life cycle and supervise Staff.

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

POST 08/115 : ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: DOE/57/2020
Directorate: Logistics, Asset and Disposals

SALARY : R356 289 per annum (Level 09)
CENTRE : Pietermaritzburg, Head Office
REQUIREMENTS : A Bachelor’s Degree in Commerce or equivalent coupled at NQF Level 6 coupled with five years’ work experience of which 3 years must be in supervisory level Computer Literacy. Valid Driver’s License. Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, Province practice notes, Delegation authority, Basic Conditions of Employment, Public Service Act and Regulations, Constitution of RSA and other relevant legislation. Advanced knowledge of PFMA, Treasury regulation, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation. Skills- computer (PERSAL, BAS and spreadsheet), Interpretation and application of policy, Policy development and managerial skills, strategic Planning, Problem
solving analytical thinking, Ability to communicate and present issues to management. Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Risk analysis and control, Good inter-personal communication, Planning and Organising, Report writing, Innovation and creativity and empowerment. To provide assets inventory and operational lease management services in relation to monthly asset verification and policy implementation and management.

**DUTIES**

Provide assets inventory and operational lease management services in relation to monthly asset verification and policy implementation and management. Attend and investigate correspondence relation to the asset Register. Manage and maintain the departments asset Register. Provide clarity on the on the Auditor General Findings. Reconcile Assets additions per BAS to FAR. Liaising with the Districts Directors and Asset controllers. Perform Personnel Management. Provide Logistics, services with regards to Disposal Services. Consolidate, manage the evaluate the asset life cycle and supervise Staff.

**ENQUIRIES**

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

**POST 08/116**

**ASSISTANT DIRECTOR: FUNDING NORMS AND STANDARDS REF NO:**

**DOE/58/2020**

Directorate: Resource Planning

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Pietermaritzburg, Head Office

**REQUIREMENTS**

A Bachelor’s Degree in Finance/Statistics or equivalent qualification at NQF Level 6 coupled with five years’ work experience of which 3 years must be in supervisory level and 3-years’ experience on the job training in Data collection, Training in Ms Excel, Ms access and Ms Word. Basic Accounting and Financial management training. Analytical thinking. Competencies: Knowledge of South African School Act, KZN School Funding norms implementation manual. Experience in monitoring of schools. Knowledge of administrative duties and supervision. Good Interpersonal skills, Valid Driver’s License.

**DUTIES**

Develop resource targeting list for Public ordinary schools, including special and full service schools, sorted from poorest to the least poor. Allocate subsidies to independent schools, monitor the utilization of independent schools subsidies. Budget allocation for Grade R classes in public schools and funding ECD centres. Implement fair and transparent procedures to deal with contestation for technical accuracy and deviations applications. Compensate schools that have exempted parents from payments of school fees.

**ENQUIRIES**

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

**POST 08/117**

**ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO:**

**DOE/59/2020**

Directorate: Resource Planning

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Head Office, Pietermaritzburg

**REQUIREMENTS**

A Bachelor’s Degree in Finance/Statistics or equivalent qualification at NQF Level 6 coupled with five years’ work experience of which 3 years must be in supervisory level and 3-years’ experience on the job training in Data collection. Training in Ms Excel, Ms Access and Ms Word. Basic Accounting and Financial Management Training, analytical thinking. Knowledge of South African Schools Act, KZN School Funding Norms. Implementation manual, experience in monitoring of schools. Knowledge of Administrative duties and supervision, good interpersonal skills, Computer Literacy Valid Driver’s license.

**DUTIES**

Implement procedures to allocate Section 21 Functions to public schools. Monitoring of compliance of Section 21 public schools with SASA and NNSSF. Monitoring of compliance of Non Section 21 Public Schools with SASA and NNSSF. Analyse schools reports on utilisation of the school...
ENQUIRIES: Mr. A.B. Zwane Tel No: (033) 846 5127
POST 08/118: SENIOR LEGAL ADMINISTRATION OFFICER REF NO: DOE/60/2020
Directorate: Legal Services

SALARY: R473 820 per annum
CENTRE: Pietermaritzburg, Head Office
REQUIREMENTS: The Applicant must be in possession of an LLB a recognized Law Degree coupled with eight (8) years appropriate post qualification experience. Admission as an Attorney/Advocate. A post graduate qualification and Public-Sector Experience in Constitutional Law/ Administrative Law and Labour Law will be an added advantage. Competencies: The Applicant must have broad knowledge of the Constitution of South Africa, Administrative Law, Promotion of Administrative Justice Act (PAJA), The Promotion of Access to Information Act (PAIA), Protection of Personal Information Act (POPIA), Interpretation of Statutes, Laws of Civil procedure, Education Laws and Policies, Labour Law, Laws and Policies relating to the public Sector including the PFMA, Treasury Regulations and other Prescripts. Good Planning & organising, problem solving & analytical thinking, research, policy formulation & management skills, Creativity Interpretation & application of policies/ legislation project management & negotiation skills. Communication (Verbal & written) & interpersonal skills. Computer Literacy (Ms World, Ms Excel, Ms Access, PowerPoint etc.). The Applicant must have the Ability to work independently.

DUTIES: The incumbent will be responsible for rendering legal support to the Department which will include the following: Attending to Civil and labour litigation, Management and Overseeing of all functions relating to civil and Labour litigation on behalf of the department. Liaising with the State attorney, officials and other Organs of State, Determining liability on losses and damages to state property, Researching and drafting of legal opinions, Drafting and editing of contracts/agreements, Overseeing & conducting research on all matters relating to Legal compliance issue. Managing the drafting & amendments to legislation, regulations & policies. Providing advice & opinions on all legal matters e.g. contracts and agreements. Providing guidance and assistance in matters relating to the implementation of the PAIA, PAJA and POPIA. Be part of task teams, conduct legal education which will include workshops. Supervising and managing junior officials. Providing support in the institution of criminal proceedings, where applicable. Representing the Department of Committees and meetings, providing general legal support to the Department to ensure that the goals of the Department are achieved.

ENQUIRIES: Mr. A.B. Zwane Tel No: (033) 846 5127
APPLICATIONS: should be sent by post for the attention of Mr. P.B.V. Ngidi. 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.

DEPARTMENT OF HEALTH

POST 08/119: MEDICAL SPECIALIST GRADE 1 – 3 (OBSTETRICS & GYNAECOLOGY)
REF NO: PMMH/SPEC/O&G/01/2020 (X1 POST)

SALARY: Grade 1: R1 106 040 – R1 173 900 per annum
Grade 2: R1 264 623 – R1 342 230 per annum
Grade 3: R1 467 651 – R1 834 890 per annum
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules. Other Benefits: In-Hospitable Area Allowance (18% of basic salary). Commuted overtime (conditions apply); the incumbent in the post would be required to enter into a performance contract for commuted overtime.

CENTRE: Prince Mshiyeni Memorial Hospital – Obstetrics & Gynaecology

REQUIREMENTS: MBCHB degree or equivalent qualification plus appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) in a normal speciality (Obstetrics & Gynaecology). Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal speciality (Obstetrics & Gynaecology). Proof of current registration as a Medical Specialist with HPCSA. Experience: Medical Specialist Grade 1: No experience required Medical Specialist Grade 2: Further to the minimum requirements mentioned herein, the appointment to a Grade 2 requires 5 years appropriate experience after registration with HPCSA as Medical Specialist in a normal specialty Medical Specialist Grade 3: Further to the minimum requirements mentioned herein, the appointment to a Grade 3 requires 10 years’ registration experience after registration with HPCSA as Medical Specialist in a normal specialty.

Knowledge, Skills, Training and Competencies: Sound knowledge and skills associated with the practice of Obstetrics and Gynaecology. Ability to diagnose and manage common medical problems including emergencies. Demonstrate the ability to work as a part of a multidisciplinary team. Good communication, leadership, interpersonal and decision making qualities. Knowledge of current Health Legislation and policies at Public Institutions.

DUTIES: Run speciality clinics. Provide in-patient and out-patient clinical services. Assist with undergraduate and post-graduate training. Maintain clinical, professional and ethical conduct. Administrative responsibilities. Provide effective and efficient specialist consultant care at a regional level within the scope of acceptance and current practices in order to facilitate optimal health care provision. Training staff and promote on-going staff development in accordance with individual and departmental needs. Maintain satisfactory clinical, professional and ethical standards in the department. Performance of overtime duties is a requirement (after hours and weekends).

ENQUIRIES: Dr NR Maharaj Tel No: (083)797 8111/9078111

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

FOR ATTENTION: Mrs J Murugan

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

CLOSING DATE: 13 March 2020

POST 08/120: MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 12/20

Component – Anaesthesia and Critical Care

SALARY: Grade 1: R821 205 per annum
Grade 2: R938 964 per annum
Grade 3: R1 089 693 per annum

All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form. Rural Allowance is payable for periods of time working at Edendale Hospital only.

CENTRE: Greys Hospital

REQUIREMENTS: MBCHB Degree or Equivalent Qualification Plus Current Registration With The Health Professional Council Of South Africa As A Medical Practitioner Diploma in Anaesthetics NB Those candidates who are still in their community service year may apply for the post on the understanding that appointment to the post can only be made after they have received registration from the HPCSA as a medical practitioner NB Those candidates who hold a bursary that requires them to work outside of Pietermaritzburg must supply a letter from the Institution/District Office that holds their service
obligation indicating that the bursary holder will be released to come to Pietermaritzburg for training. Bursary holders who are unable to supply this authority will not be shortlisted. **Grade 1**: Qualifications: Diploma in Anaesthetics Experience: 6 months experience in anaesthetics at a hospital recognized for DA training. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. DA will be an advantage Applicants who only complete Community Service time in February 2019 may apply on the understanding that they can only be appointed after receiving full registration as a Medical Practitioner with the HPCSA. **Grade 2**: Qualifications: Diploma in Anaesthetics Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. 1 year experience in Anaesthesia at a recognized DA training facility OR Completion of registrar time in Anaesthesia and registered for M.Med Anaesthetics and not yet registerable as a specialist (ie. Suitable for end of time registrars) Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 3**: Qualifications: Diploma in Anaesthetics Experience: 10 years’ experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa 4 years’ experience in Anaesthesia OR Completion of registrar time in Anaesthesia and registered for M.Med Anaesthetics and not yet registerable as a specialist (ie. Suitable for end of time registrars) Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Incumbents will be expected to work in the Department of Anaesthesia in Pietermaritzburg for at least one year. During which time they will receive appropriate training to pass the Diploma in Anaesthesia, (if this qualification is not already held). Anaesthetic Medical Officers will also be able to apply for a three month rotation through Intensive Care during this year. In subsequent years it is anticipated that appropriate candidates will either commence specialising in anaesthesia or proceed to work in district and other regional hospitals providing high quality Medical Officer Anaesthesia. Recommendations: Possession of the Fellowship of Anaesthesia Part 1 and or Part 2 examinations will be an advantage. Work experience in a major hospital and/or in a registrar program will be an advantage. ATLS, APLS, and ACLS will be an advantage. Knowledge, Skills, Training and Competence Required Participation in the After Hours call system is essential Medical Practice at a level commensurate with the Grade of appointment Information management Current Health and Public service legislation, regulations and policy Medical ethics, epidemiology and statistics. **DUTIES**: Clinical responsibility including examine, investigate diagnose and oversee treatment of patients The incumbent will be part of the Pietermaritzburg Metropolitan Group of hospitals and will be expected to rotate through all hospitals in Pietermaritzburg To perform appropriate preoperative examination and optimisation of patients for planned surgery To provide safe and appropriate anaesthesia during surgery To participate in post-operative care of patients. Anaesthetists must be prepared for early starts to the working day (07:15) and late, unpredictable finishes to the normal working day. The nature of anaesthesia means that frequent weekend shifts are required inside the commuted overtime package The incumbent will be part of the Pietermaritzburg Metropolitan Group of hospitals and will be expected
to rotate through all hospitals in Pietermaritzburg Assist with human resource development for medical staff Conduct Orientation and Induction Programme for new Medical staff Provide guidance and advice to junior medical staff (interns/CSOs) Assist with the development of training programmes Participate in relevant training programmes Maintain accurate and appropriate health records in accordance with the legal/ethical considerations and continuity of patient care Undertake continuing medical education and professional development and study professional literature e.g. Medical journals To identify health care needs and communicate these to seniors so that new ideas could be developed on policies/methods/techniques and procedures. To participate in audit and quality control programs to improve the standard of patient care. To participate in departmental administration by ensuring compliance with all departmental rules and regulations with regard to leave, call rosters and rotations. To participate in Outreach services in the drainage area of Edendale hospital as appropriate to their grade of qualification and experience. To maintain a logbook of clinical duties.

ENQUIRIES
Applications : Dr Z. Farina Tel No: (033) 897 3412
FOR ATTENTION : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
NOTE : Mr KB Goba
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 GS12/20. 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 : 13 March 2020
POST 08/121 : MEDICAL OFFICER GRADE 1, 2, 3 ORTHOPAEDICS REF NO: GS 10/20
Component – Orthopaedics

SALARY
Grade 1: R821 205 per annum
Grade 2: R938 964 per annum
Grade 3: R1 089 693 per annum

All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus commuted overtime which is subject to the needs of the department (Incumbent will have to sign the relevant contract form annually)

CENTRE
Greys Hospital, Pietermaritzburg

REQUIREMENTS
MBCHB Degree plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. Grade 3: Experience: 10 years’ experience after registration with
90

the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years 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 performing community service as required in South Africa. Recommendation Knowledge, Skills, Training and Competency Required: Good knowledge of current health and public service legislation and policy, medical ethics, epidemiology and statistics. Good decision making, analytical and communication skills.

**DUTIES**

Assessment, investigation and management of patients in Clinics, Wards and ICU, including after-hour service. Consultation and communication with colleagues and junior staff. Participate in Quality Assurance/Audit and statistics and information acquisition and review. Clinical responsibility with after-hours participation. Participate in Academic Programmes in Orthopaedic Department. Assess and manage patient load and disposal in Clinics, Wards and ICU. Assisting, developing and implementing of New Services and the utilization of New Equipment. Active participation in outreach programme aimed at improvement of patient access to the relevant clinical services.

**ENQUIRIES**

Dr ME Senoge Tel No: (033) 8973299

**APPLICATIONS**

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

**FOR ATTENTION**

Mr KB Goba

**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 GS10/20. 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 a 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**

13 March 2020

**POST 08/122**

MEDICAL OFFICER GRADE 1, 2, 3 PAEDIATRICS REF NO: GS 11/20

Component – Nursing

**SALARY**

Grade 1: R821 205 per annum
Grade 2: R938 964 per annum
Grade 3: R1 089 693 per annum

**CENTRE**

Greys Hospital, Pietermaritzburg

**REQUIREMENTS**

MBCHB Degree or Equivalent qualification, Plus Current Registration with the Health Professions Council of South Africa as a Medical Practitioner in independent practice, Prior clinical care experience in Paediatrics & Child Health will be considered as an advantage at short-listing. Grade 1: Experience: as per minimum requirements for this specialized service. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Applicants who are in the last few months of completing Community Service time may apply on the understanding that they can be appointed ONLY after receiving full registration as a Medical Practitioner with the HPCSA. Priority will be applied to incumbent/s that are available immediately to maintain clinical services.
Grade 2: Experience: as per minimum requirements for this specialized service and 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Experience: as per minimum requirements for this specialized service and 10 years appropriate experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa.

Recommendation: Knowledge, Skills And Experience: Diploma in Child Health (will be an added advantage) Knowledge, Skills And Experience: Relevant medical knowledge, with Paediatrics and Child Health focus Specific knowledge of Paediatric conditions Skills and competence at procedures and care in children Current health and public service legislation, regulations and policy Medical ethics, epidemiology and statistics

**DUTIES**: Will cover clinical care, scholarship, professionalism, clinical governance and administration & management.) Participate in the provision of in- and outpatient clinical care within the Paediatrics on a rotational basis at Grey's, Edendale & Northdale Hospital. Assist with the maintenance of standards of care, clinical governance framework within the department. Assist with the training & development AND supervision & support of CSOs, interns and students in the Department. (For those with requisite experience – Eg. Grade 2 & 3) Participate in the personal and departmental scholarship activities including mandatory attendance of the academic programme Support the departmental activities for the staff development Assist and participate in research activities/projects as defined within the department Assist with the administration and management of the Unit one is allocated to.

**ENQUIRIES**: Dr BL Dhada Tel No: (033) 897 3264

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

**FOR ATTENTION** : Mr KB Goba

**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 11/20. 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).

**CLOSING DATE** : 13 March 2020

**POST 08/123** : DEPUTY MANAGER NURSING REF NO: EB4/2020 (X1 POST)

**SALARY** : R843 618 – R949 482 per annum (All-inclusive packages consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules)

**CENTRE** : East Boom Community Health Centre

**REQUIREMENTS** : National senior certificate/Grade 12 or equivalent, Degree/Diploma in Nursing Administration, Current SANC annual registration (2019), A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and
At least 5 years of the period referred to must be appropriate/recognizable experience at Management level, Diploma in PHC/Diploma in Community Health, Valid Driver’s License, Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource, Applications in possession of a foreign qualification must attach the evaluation certificate from the SAQA to their application. Recommendation Computer Literacy Knowledge, Skills, Trainings And Competencies Required For The Post: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework: Nursing Act, Health Act, Health Act, Skills Development Act, Public Service Regulations, Labour Relations Act, Occupational Health and Safety act, Patients’ Rights, Batho Pele Principles, Leadership, management, planning, Organizing, decision making, delegate, problem solving, discipline, control, Effective Co-ordination skills, mentorship and report writing skills, Clinical competencies and policy formulation skills, Knowledge of nursing care delivery approach, Good verbal and written communication skills, Mentorship and supervisory skills, Computer literacy, DHIS and TIER.NET, Knowledge and understanding of Human Resource and Financial practices.

**DUTIES**

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

**ENQIIRIES**

Dr S Chetty Tel No: (033) 264 4900

**APPLICATIONS**

to be submitted, East Boom CHC Private Bag X4018, Willowton, Pietermaritzburg 3201 or hand delivered to 541 Boom Street, Pietermaritzburg 3201.

**FOR ATTENTION**

Mr. G Sokhela

**NOTE**

Target Group for This Post Is an African Male

**CLOSING DATE**

13 March 2020

**POST 08/124**

**MEDICAL OFFICER GRADE 1, 2, 3**

Ref No: NKAH 04/2020 (X3 POSTS)

Department: Medical Component

**SALARY**

Grade 1: R821 205 – R884 670 per annum
Grade 2: R938 964 – R1 026 693 per annum
Grade 3: R1 089 693 – R1 362 366 per annum

Other Benefits: Fixed Overtime (Conditions apply, 18% In-hospitalable allowance Other Benefits: Fixed Overtime (Conditions apply, 18% in-hospitalable allowance

**CENTRE**

Nkandla District Hospital
REQUIREMENTS:

**Grade 1:** Appropriate qualification in the Health Science – MBCHB plus initial registration and current registration with HPCSA as a Medical Practitioner. No experience required from South African qualified applicants. One 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.  

**Grade 2:** Appropriate qualification in the Health Science – MBCHB plus 5 years’ experience after registration with the HPCSA, plus initial registration and current registration with HPCSA as a Medical Practitioner in respect of South African qualified applicants. Six years’ relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa.  

**Grade 3:** Appropriate qualification in the Health Science – MBCHB plus 10 years’ experience after registration with the HPCSA, plus initial registration and current registration with HPCSA as a Medical Practitioner in respect of South African qualified applicants. Eleven years’ relevant experience after registration as a Medical Officer 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. Proof of previous and current employment endorsed and signed by Human Resource Department (Certificate of Service). All successful candidates must possess the necessary skills for safe caesarean section and spinal anaesthesia (including managing its complications). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Knowledge, Skills, Attributes and Abilities:  

- Ability to diagnose and manage common medical and surgical conditions, including emergencies at district hospital. Medical ethics, epidemiology and statistics.  
- Ability to work in multidisciplinary team setting. Excellent communication skills and ability to teach and train staff within the team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Ability to function as a part of team and rotate through different departments of the hospital as required. Good communication and human relations. Knowledge of current guidelines for management of common conditions including HIV/AIDS, PMTCT and Tuberculosis.  

DUTIES:

Examine, investigate, diagnose and oversee treatment of patients. Maintain accurate and appropriate health records in accordance with the legal/ethical considerations and continuity of patient care. Assessment, investigation and management of patients care in Clinics, Wards and ICU, including after-hour service. Participate in Quality Assurance/Audit and statistics and information acquisition and review. To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and perform duties – functions that fall within the reasonable prescripts of acceptable legislation. Diagnose and evaluate medical condition pre-operatively. Provide support to the head of department and ensure efficient standards of patients care and services are maintained. Ensure the proper and economical use of equipment and other resources. Ability to diagnose, initiate and monitor patients with HIV- AIDS and Tuberculosis using the available departmental guidelines.

ENQUIRIES:

Dr. JN Ikwegbue Tel No: (035) 833 5031

APPLICATIONS:

should be directed to: The Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855.

FOR ATTENTION:

Mrs. SG Masikan

NOTE:

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

CLOSING DATE : 13 March 2020

POST 08/125 MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 43/2020 Orthopaedics Department

SALARY :
Grade 1: R821 205. per annum
Grade 2: R938 964 per annum
Grade 3: R1 089 693 per annum
All inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department

CENTRE :
Ngwelezana Tertiary Hospital

REQUIREMENTS :
Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Practitioner, Grade 1: An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Grade 2: An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Minimum of 5 years relevant experience after registration with HPCSA in respect of South African qualified employees who performed Community service. Minimum of 6 years relevant experience after registration with HPCSA in respect of Foreign Qualified employees whom they are not required to perform Community Service. Attach proof of working experience endorsed by Human Resource Department/Employer. Applicants in possession of a foreigner qualification must attach an evaluation certificate from the South Africa Qualifications Authority (SAQA) to their qualification. Grade 3: An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Minimum of 10 years relevant experience after registration with HPCSA in respect of South African qualified employees who performed Community Service. Minimum of 11 years relevant experience after registration with HPCSA in respect of Foreign Qualified employees whom they are not required to perform Community Service. Attach proof of working experience endorsed by Human Resource Department/Employer. Applicants in possession of a foreigner qualification must attach an evaluation certificate from the South Africa Qualifications. Extensive medical and Anaesthetic knowledge and sound clinical skill. Knowledge of health care system and

**DUTIES**

Provision of quality patient centred care for all patients within anaesthetics unit. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department provision of after hour’s services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, units rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meeting, workshops and training courses as directed by the Head of Departmental. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning.

**ENQUIRIES**

Dr P.D Rollinson Tel No: (082) 474 9246

**APPLICATIONS**

Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block.

**FOR ATTENTION**

Mr MP Zungu

**NOTE**

Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions wills results to your application being disqualified. 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.

**CLOSING DATE**

13 March 2020 (Late applications will not be accepted)

**POST 08/126**

**OPERATIONAL MANAGER (NTININI CLINIC) REF NO: CJMH 02/2020**

**SALARY**

R562 800 – R633 432 per annum. Other Benefits 13th Cheque Rural Allowance is compulsory Homeowner's allowance must meet prescribed requirements

**CENTRE**

Charles Johnson Memorial Hospital

**REQUIREMENTS**

Grade 12/Senior certificate an appropriate B Degree/Diploma in General nursing and Midwifery and 1 year course in Clinical health assessment and care. Minimum of 9 years appropriate/recognizable nursing experience after registration as Professional nurse with SANC in General Nursing. At least 5 years of period referred to above must be appropriate/recognizable experience in PHC after obtaining the 1-year post-basic qualification in Clinical Health assessment, treatment and Care accredited with the SANC. Proof of registration with SANC as General Nurse, Midwifery and Primary Health Care Nurse. Proof of current registration with SANC receipt 2020. Certificate of service signed by the HR Manager must be attached. Knowledge, Skills Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health

**DUTIES**

Promote quality nursing care as directed by the professional scope of practice and standards as determined by the PHC Core package, norms and standard and ideal Clinic Realization. Assist in planning, organizing and monitoring of objectives of the units and departments. Demonstrate understanding of Human Resource and Financial Management and practices and procedures. Supervise staff under your control and perform consequence management where necessary. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs and requirements. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Monitor and evaluate the care and management of all patients through clinical audits. Monitor implementation and performance on indicators on daily, weekly and monthly basis, provide feedback to management, and analyze data and draw up quality improvement plan and implementation plan. Exercise control of discipline and any other Labour Related issues in terms of laid down procedures. Ensure functionality of the Clinic committee programme so that community involvement and participation is achieved.

**ENQUIRIES**

Mrs. M.Z.Khanyile Tel No: (034) 271 6406

**APPLICATIONS**

should be forwarded to: Human Resource Office 92 Hlubi Street C. J. M. Hospital Nqutu Private Bag X5503 Nqutu 3135.

**FOR ATTENTION**

Human Resource Manager

**NOTE**

Applications should be submitted on form Z83 from any Public Service Department Human Resource Department OR from the website www.kznhealth.gov.za. Certified copies of ID, Matric, highest educational qualifications and HPCSA registration – not copies of certified Copies. Current registration with HPCSA 2019. Updated Curriculum Vitae. Certified copy of certificates and service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. CJM 04/2019. Faxed documents will not be accepted. NB Failure to comply with the above instructions with the above instructions will results in disqualification. Please note that if you are not contacted within three months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPS (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews.

**CLOSING DATE**

13 March 2020, 16H00

**SALARY**

R562 800 per annum

**CENTRE**

Mbongolwane District Hospital (Maternity)

**REQUIREMENTS**

Grade 12/Matric certificate. Degree or Diploma in General Nursing. Post basic Nursing qualification with at least one (1) year accredited with SANC in Advanced Midwifery. Current registration with SANC 2020. A minimum of nine (9) years appropriate experience in nursing after registration as a Professional Nurse. At least five (5) years referred above must be appropriate/recognizable experience in the specific specialty after obtaining one (1) year post basic qualification in the relevant Specialty. Certificate of service endorsed by Human Resource Management. Proof of current and previous experience endorsed by Supervisor. Knowledge, Skills, Training and Competencies required: Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues.
including more complex report writing when required. Work as a part of multi-disciplinary team at unit level to ensure nursing care by nursing team. Work efficiently and amicable at a supervisory level with persons of diverse intellectual, cultural, racial or religious difference. Able to manage own work, time and that of junior colleague’s to ensure proper nursing service in the unit. Understand and in-depth understanding of nursing and related legal and ethical nursing practice and how this impacts on service delivery.

**DUTIES**

Coordination of optimal, holistic specialized nursing care provided within set standards and a professional/ legal framework. Manage effectively the utilization and supervision of human and financial resources. Efficient integrated implementation of appropriate packages of care to ensure good outcomes in Maternal, Child and Women’s Health. Provision of effective support to nursing services. Facilitate implementation of recommendations and information from perinatal mortality meetings. Maintain professional growth/ ethical standards and self- development Coordination of the provision of effective training and research. Develop/ establish and maintain constructive relationships with the multi-disciplinary team. Management of complaints and patient safety incidents.

**ENQUIRIES**

Mrs BRS Ngxongo 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

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](http://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**

13 March 2020

**POST 08/128**

OPERATIONAL MANAGER: PAEDS REF NO: NKAH 03 / 2020 (X1 POST)

Department: Nursing Department

**SALARY**

R562 800 – R633 432 per annum. Other Benefits: 13th Cheque, Medical Aid, (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% Rural Allowance.

**CENTRE**

Nkandla District Hospital

**REQUIREMENTS**

Senior Certificate (Grade 12). Degree/National Diploma in nursing that allow registration with the SANC as a Professional Nurse and midwifery. Proof of registration with SANC as General Nurse and Midwife. Post basic qualification with duration of at least 1 year in Child Nursing Science accredited with SANC. A minimum of nine (09) years appropriate /recognizable experience in nursing after registration as professional nurse with SANC in General Nursing of which at least five (05) years must be an appropriate experience after obtaining the one (01) year post basic qualification in Child Nursing Science. Current SANC receipt (2020). Proof of current and previous working experience endorsed by Human Resource Practices.
Department (Certificate of Service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Knowledge, Skills, Attributes and Abilities Ability to implement National Core Standards. Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organising, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving, disciplinary and co-ordination skills.

**DUTIES**: Execute duties and functions with proficiency as well with proficiency legislation. Provide quality patient care through safety standards, policies and procedures. Ensure overall management and necessary support for effective functioning of the unit. Evaluate patient care programmes from time to time and make proposals for improvement. Ensure compliance to National Core Standards (NCS’s). Ensure effective utilization of all resources. Ensure direct and indirect supervision of personnel under your unit. Manage and monitor EPMDS for staff. Deal with staff related matters e.g. discipline and grievance procedures. Ensure regular meetings are conducted i.e. CHILD PIPP meetings, unit meetings, etc. Attend meetings outside the institution according to the needs identified. Attend to staff and patients complaints and intervene to resolve them. Develop skills to empower all staff member in the unit.

**ENQUIRIES**: Mrs. SJ Nguse Tel No: (035) 833 5047

**APPLICATIONS**: Applications should be directed to: The Human Resource Manager: Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department, Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855.

**FOR ATTENTION**: Mrs. SG Masikane

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

**CLOSING DATE**: 13 March 2020
POST 08/129 : OPERATIONAL MANAGER NURSING SPECIALTY (OPERATING THEATRE) REF NO: MS/032020 (X1 POST)

Re-Advertisement

SALARY : R562 800 per annum. Other benefits plus 13th cheque (Medical Aid (Optional) Home Owner Allowance (Employee must meet prescribed requirements) &12% Rural Allowance

CENTRE : Mseleni Hospital

REQUIREMENTS : Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as General Nurse. Post – basic qualification in Operational Theatre Technique with at least one year registration with South African Nursing Council (SANC). A minimum of nine (9) Years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing At least five (5) years of the period referred to above must be year’s appropriate/recognizable experience in the specific speciality (Operational Theatre) after obtaining the one (1) year post basic qualification in Operating Theatre. Proof of previous and current work experience (Certificate of Service/s) endorsed and stamped by HR must be attached. Knowledge, Skills and Competencies knowledge of South African Nursing Council (SANC) rules and regulations Knowledge of Public service policies, Acts and regulations Sound Knowledge of scope of Practice Good communication, leadership, interpersonal and problem solving skills Decision making and problem solving skills Conflict Management and negotiation skills Knowledge of code of conduct and Labour relations Knowledge of Batho Pele Principles and Patient Right Charter Ability to plan and organise own work and ensure proper nursing care

DUTIES : Provision of Quality Nursing care through the implementation of standards, policies and procedures coupled with supervision and monitoring the implantation thereof To participate in Quality Improvement Plan and Clinical audit Oversee CSSD Component Identity, develop and control Risk Management systems within the unit Uphold the Batho Pele and Patients’ Rights Principles Provide safe therapeutic environment as laid by the nursing act, Occupation Health and Safety act and all the applicable prescripts Maintain accurate and complete patient’s records according to legal requirements Implementation and management of Infection Prevention and Control protocols Manage and supervise effective utilization of all resource in your component Exercise control over dripline, grievances and Labour relation issues according to the laid down policies procedures Participate in the performance reviews, i.e. EPMS as well as student progress reports.

ENQUIRIES : Mrs. T.R Sibisi Tel No: (035) 574 1004

APPLICATIONS : should be forwarded to: The Assistant Director HRM Mseleni Hospital P.O Sibhayi, 3967.

NOTE : Directions to the candidates: The following documents must be submitted: Application for employment form (Z.83) which is obtainable from any government Department OR from website- www.kznhealth.gov.za Certified copy of highest educational qualifications – not copies of certified copies Curriculum Vitae Certified ID copy The reference number must be indicated in the column provided on the form Z.83 e.g. reference number MS/01/2018 NB: Failure to comply with above instructions with disqualify applicants The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications anticipated, applicants will not be acknowledge, however, they will be advised of the outcome of their applicants, in due course If notification of an interview is not received within three (3) months after the closing date, candidates my regards their application an unsuccessful. The Department will not be liable where applicants use incorrect /no reference Number (s) on their applications. (This Department of an interview is an equal opportunity, affirmative action employer, whose,
The aim is to promote representatively in all levels of all occupational categories (in the Department).

CLOSING DATE: 19 March 2020

POST 08/130: OPERATIONAL MANAGER REF NO: TCHC 06/2019 (X1 POST)

SALARY: R562 800 – R633 432 per annum. Other Benefits: 13th cheque, medical aid (optional) GEHS (employee must meet prescribed requirement)

CENTRE REQUIREMENTS:
KZN Health - Tongaat Community Health Centre
Senior Certificate/Grade 12. 2. Degree/Diploma in General Nursing and Midwifery that allows registration with SANC as a Professional Nurse. A post basic qualification with a duration of at least one (01) year accredited with SANC in Clinical Nurse Science, Assessment, Diagnosis, Treatment and Care. Proof of current registration with SANC (2019 receipt). A minimum of 09 years appropriate/recognizable nursing experience 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 after obtaining the 1 year post basic qualification in the relevant specialty. Proof of previous and current work experience endorsed and stamped by Human Resource Department (certificate of service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply.

DUTIES:
Promote quality nursing care as directed by the professional scope of practice and standards determined by the Department of Health, Provision of quality Chronic Services (HIV/TB/ and Non-communicable Disease) through a comprehensive Primary Healthcare Approach. Ensure planning, organizing, monitoring and evaluation of objectives of the unit and the Department of Health. Demonstrate an understanding of Human Resource and Financial Management practices and procedures. through the effective monitoring and control of all resources within the unit. Ensure an effective, efficient Data Management system in place monitoring daily weekly and monthly targets. Demonstrate a clear understanding and implementation of Siyenza and Universal Test & Treat, monitoring the indicators which measure the Priority Programs Coordinate Health Awareness on Priority Programs within the facility and community according to Health Calendar. Implement EPMDS evaluation of staff, formulate training programs and facilitate training and development of staff. Ensure effective span of control through direct and indirect supervision of all staff within the nursing department, give guidance and exercise control of discipline. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient’s needs, requirements and expectations (Batho Pele). Demonstrate effective communication with patients, supervisees’s and the multidisciplinary team and working effectively and amicably at supervisory level with persons of diverse intellectual cultural, racial or religious differences. Ensure implementation of Norms and Standards, Ideal Clinic Realization & Maintenance as per the legal prescripts. Ensure compliance with all National, Provincial, Professional prescripts and Clinical Governance in order to render safe quality patient service and improve client satisfaction and safety. Provide a safe, therapeutic and hygienic environment as laid down by the Health Act and Occupational Health and Safety Act, Infection Prevention and Control and all other applicable prescripts.

ENQUIRIES: Mr S M Nkosi Tel No: (032) -944 5054 ext.204
APPLICATIONS: Application to be forwarded to: The Human Resource Manager, Tongaat Community Health Centre, Private Bag x07, Tongaat 4400.
NOTE: Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy, Updated Curriculum Vitae. Application must be
submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. TCHC 02/2019. 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 : 13 March 2020

POST 08/131 : ASSISTANT MANAGER NURSING: MONITORING AND EVALUATION SERVICES REF NO: VRH 01/2020
Component: Monitoring and Evaluation Management

SALARY : R562 800 per annum. Other Benefits: 13th Cheque Medical Aid (Optional), Housing Allowance: Employee must meet prescribed Requirements and Rural Allowance 12%.

CENTRE REQUIREMENTS : Vryheid District Hospital

Basic R425 qualification (i.e. Diploma/Degree in nursing or equivalent that allows registration with the SANC as Professional Nurse. Current registration with SANC as Professional Nurse. A minimum of 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 referred to above must be appropriate/recognizable experience at management level. Unendorsed valid Code B driving licence (Code 08). Proof of current/previous work experience endorsed and stamped by the employer/s must be attached. The Employment Equity Target is an African male. Knowledge, Skills, Training and Competencies required:-The incumbent of this post will report to the Chief Executive Officer: Knowledge of the legislative, policy and M&E Framework informing health services delivery. Knowledge of legislation and planning framework. Knowledge of hospital quality assurance. Knowledge of infection control practices. Knowledge of Health Facility functions and operations. Understand HR policies and practices and staff relations. Knowledge of DHMIS policy, SOP and relevant information system. Understanding of Financial Management. Knowledge of Data Management. Knowledge of M&E principles. Ability to critically analyse complex information and to interpret that in relation to performance, health outcomes relevant to institution, and performance reports. Strong leadership and management skills. Planning and organizational skills. Project management skills. Financial management skills. Decision making skills. Ability to work independently and under pressure. Problem solving. High level of communication skills, both written and verbal. Computer skills. Research skills. Human resource management skills. Ability to compile concise reports. Advance facilitation skills to manage consultation. Have the ability to prioritise issues and other work related matters in order to comply with time frames set.

DUTIES : Administer an evidence/results-based monitoring and evaluation system in the institution as well as feeder facilities within the Provincial M&E Framework and monitor research activities in the institution. Provide a platform for M&E reports to be discussed by the management team (including sub-districts) and feeder clinics. Implement the M&E framework at facility level and monitor implementation at feeder clinics. Plan and coordinate the implementation and monitoring of data quality and quality assurance in service delivery. Ensure the development, review and maintenance of institution policies and protocols. Monitor and report on performance of all departments in the facility. Monitor compliance with implementing the M&E framework, data Management Policy & SOP, Quality Assurance and Infection Prevention & control policy guidelines. Monitor Research activities in the institution to ensure compliance to Provincial Research Policy. Identify areas of research based on monitoring and analysis. Analyse data obtained from the source and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed performance and other reports. Coordinate functions of HIT (Health
Information Team). Ensure information on births, morbidity and mortality reviews are conducted on a monthly basis. Ensure data is validated as per Data Management Standard Operating Procedures. Provide reports to the management and Governance Structure. Provide feedback to source of data generation. Adhere to the reporting requirements of the District early warning system. Compile the monthly, quarterly and annual reports with inputs from other departments within the hospital. Compile monthly, quarterly, ad-hoc reports for stakeholders. Ensure that institutional plans are in place, and aligned with the District Health Plan. Coordinate the development of the operational plan in the institution with input from all departments in the facility. Ensure all plans for all departments are in place. Monitor implementation of plans against determined objectives or targets. Facilitate and coordinate planning sessions. Ensure alignment of plans with APP and DHP and DHER. Participate in the DHP as well as DHER sessions. Ensure planning M&E support to all departments within the institution as well as feeder facilities. Mentoring of relevant staff. Create and enabling environment for planning, monitoring and reporting of activities. Ensure skills development for staff responsible for Planning, Monitoring and Reporting at feeder facilities and the institutions. Visit feeder facilities and monitor planning, monitoring and evaluation activities. Ensure the efficient and effective utilization of resource allocated to the component, inclusive of the development of staff. Co-ordinate and prepare the business plan for the component. Supervise staff and ensure compliance to the Performance Management Development Systems pre-requisites. Check and approve all expenditure related activities of the component. Co-ordinate and control activities of the component. Provide training, advice and guidance to staff. Manage assets of the component. Ensure that quality control systems and plans are in place for use during inspection and auditing and to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws. Monitor audits inspections or investigations of quality and utilisation of services. Monitor inspection process that is in keeping with the established quality assurance goals, which seeks to ensure that patient care is maintained at an optimal level, and delivered in a cost effective manner. Promote patient care practices and professional performance that is regularly assessed using valid and reliable criteria. Monitor implementation plans to promote clean audits. Monitoring and Evaluation to consolidate inspection reports. Ensure compliance to infection prevention and control norms and standards.

ENQUIRIES

APPLICATIONS

FOR ATTENTION

NOTE

ENQUIRIES

APPLICATIONS

FOR ATTENTION

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APPLICATIONS

FOR ATTENTION

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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 posts are free to apply. Please note that S & T will not be paid to candidates who are invited for the interviews.

CLOSING DATE : 13 March 2020

POST 08/132 : OPERATIONAL NURSING MANAGER ROSARY CLINIC REF NO: MAD 03/ 2020

SALARY : Grade 1: R562 800 - R633 432 per annum plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Madadeni Provincial Hospital (Rosary Clinic)

Basic R425 Degree/Diploma in Nursing and Midwifery. A post basic diploma in Clinical assessment, treatment and care. A minimum of 9 years appropriate or recognizable experience after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC (2020 Receipt). At least 5 years of the period referred to above must be appropriate/recognizable experience in PHC after obtaining the 1 year post basic qualification in PHC. Certificate of Service from previous and current employer endorsed and stamped by HR must be attached.

Knowledge, Skills, Training and Competencies required: - Leadership, organizational, decision making and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge on nursing care processes and procedures, nursing statuses and the relevant legal framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes.

DUTIES : Key Performance Ares: - Ensure that implementation of all priority programmes in the clinics are implemented and monitored. Manage and monitor proper utilization of human, financial, physical and material resources. Deal with the disciplinary and grievance matters including monitoring and managing absenteeism. Provision of administrative service by planning, organizing and ensure the availability of medication and essential equipment in all clinics. Monitor and evaluate HR performances EPMDs for all relevant staff. Ensure data management in all clinics implemented and monitored. Implement and provide support to Operational Sukama Sakhe (flagship programmes). Monitor infection prevention and control in the clinic. Ensure that clinic committees are functional. Maintain good relations with community stakeholders. Ensure compliance to National core standards and Ideal clinic realization.

ENQUIRIES : Ms. Z.E Gumede Tel No: (034) 328 8137

APPLICATIONS : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940.

FOR ATTENTION NOTE : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. 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 Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the
envelope, e.g. MAD 01/2016. 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). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. 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. POST: EE Targets: (African Male)

CLOSING DATE : 13 March 2020

POST 08/133 : ASSISTANT MANAGER – NURSING (GENERAL) REF NO: UMP 1/2020
Section: Monitoring & Evaluation

SALARY : R562 800 per annum
CENTRE : Umphumulo Hospital

REQUIREMENTS : Diploma/ Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. Current (2020) council receipt. A minimum of eight (8) years appropriate/recognizable experience as a Professional Nurse after registration with the SANC as a general nurse and midwife. Proof of current and previous experience endorsed by the HR department. Knowledge of the legislative, policy and M&E Framework informing health services delivery. Basic understanding of the legislative framework governing the public service. Effective communication with supervisors, other health professional and support services personnel and junior colleagues, including more complex report writing when required. Computer literacy to adequately manage information according to the requirements of the facility. Knowledge of hospital quality assurance and infection control practices. Knowledge of Health Facility functions and operations. Knowledge of DHMIS policy, SOP and relevant information system. Leadership, Management, planning, organization and co-ordination skills. Knowledge of Data Management and M&E principles. Ability to compile concise reports. Decision making and problem solving skills.

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

ENQUIRIES: Mr. N. A. Mbhele Tel No: (032) 4814199
APPLICATIONS: Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.
FOR ATTENTION: Mr S. M. Naidoo
NOTE: Application must be submitted on the Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions wills results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE: 13 March 2020
POST 08/134: OPERATIONAL MANAGER – (PHC SUPERVISOR) REF NO: UMP 2/2020
SALARY: R562 800 per annum
CENTRE: Umphumulo Hospital
REQUIREMENTS: Senior certificate. Diploma/Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. A post basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), with a duration of at least one year accredited with the South African Nursing Council. Current (2020) council receipt. A minimum of nine (9) years appropriate/recognizable experience as a Professional Nurse of which at least five (5) years must be appropriate/recognizable experience in primary health care after obtaining the post basic qualification of Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Proof of current and previous experience endorsed by the HR department. Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Good communication and interpersonal skills. Decision making and problem solving skills. Knowledge of Code of Conduct and Labour Relations and related policies. Ability to formulate patient related policies Basic understanding of HR and Financial policies and procedures. Basic computer literacy.

DUTIES: Provide effective management and professional leadership for clinics attached to Umphumulo Hospital. Ensure the functionality of all PHC programmes in the clinics. Monitor and supervise the implementation of chronic diseases by aligning it to the “Integrated Chronic Disease
Management Program Manual. Provide administrative services through planning, organizing ensuring the availability of medication and essential equipment. Participate in the development of strategic plan and strategic direction. Assist in the improvement of HAST (PMTCT, ART, ART, TB, STI's) programs Monitor the implementation of EPI. Take part in 'Qo-Qo-Qo Sikhulekile Ekhaya' initiative. Implement and provide support to Operation Sukuma Sakhe Monitor infection prevention and control. Ensure patient satisfaction through patient satisfaction surveys. Ensure that clinic committees are functional. Ensure compliance to National Core Standards and Ideal Clinic realisation and maintenance. Evaluate compliance with protocols, SOP, guidelines, policies, procedures, etc. Maintain a constructive relationship with relevant role players and other stakeholders. Ensure proper statistics, data management and reporting for all clinics. Undertake implantation, monitoring and evaluation of quality improvement programs for all clinics. Ensure proper control of resources, viz. material, human, physical financial etc. Monitor and evaluate staff performance through the EPMDs system Exercise control of discipline, grievance and other labour related issues in terms of laid down procedures.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE
CLOSING DATE
POST 08/135
SALARY
CENTRE
REQUIREMENTS

: Ms. G. F. Madi Tel No: (032) 4814132
: Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.
: Mr S. M. Naidoo
: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

: 13 March 2020
: OPERATIONAL MANAGER NURSING (GENERAL STREAM: HAST UNIT
REF NO: GJC 04/2020 (X1 POST)

: R444 276 per annum, Other Benefits: 17% of basic salary – Rural Allowance & 13TH cheque, Home owners allowance (employees must meet prescribed requirements)

: GJ Crookes Hospital


DUTIES: Co-ordinate HIV/Aids counselling and testing Anti-Retroviral Treatment (ART), sexually transmitted infections (STI), TB and HIV integration programmes in the facility. Develop and implement HIV and Aids business plan. Develop and implement quality assurance programmes for HAST to ensure compliance with National Core Standards. Promote good working culture within the facility through integration of health programmes. Participate in the development and implementation of clinical policies, procedures and guidelines for HAST. Ensure implementation of HIV and Aids preventative strategies within community through working with School Health, WBOT, Outreach Team and (OSS). Monitor and evaluate HAST indicators at all levels and compile DPQR. Ensure effective and efficient information management for HAST. Exercise control over performance, discipline, grievance and labour relations issues according to laid down policies, procedures and legal prescripts.

ENQUIRIES: Ms. PT Mkhize Tel No: (039) 978 701
APPLICATIONS: All application should be submitted for attention: The Chief Executive Officer, GJ Crookes Hospital, P/Bag X 5501, Scottburgh, 4184.
FOR ATTENTION: Human Resource Manager
NOTE: Application form (Z83) and C.V. with certified copies of ID, educational qualifications. Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verification.

CLOSING DATE: 20 March 2020 at 16h00
POST 08/136: CLINICAL NURSE PRACTITIONER (OPD) REF NO: CJMH03/2020 (X1 POST)

SALARY: Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
(Other Benefits: 13th Cheque Medical aid optional Homeowner’s allowance: Employee must meet the prescribed requirement 12 % Rural Allowance is compulsory)

CENTRE: Charles Johnson Memorial Hospital

REQUIREMENTS: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing Grade 2: A minimum of 14 years appropriate/recognizable experience as Professional Nurse with SANC in General Nursing, of which at least 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification IN Primary Health Care Grade 12 (Senior Certificate) Standard 10 or National Certificate plus Basic R 425 qualification i.e. Diploma /Degree in General nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as a Professional Nurse and Primary Health care. A minimum of 4 years appropriate/recognisable experience after registration as a Professional Nurse in General Nursing. Knowledge, Skills, Training And

107
Competencies
Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the Health programmes run at PHC level. Ability to relieve in the service areas. Coordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.

DUTIES
Implement and advocate for programme and initiative for clients and the community served by the OPD. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the OPD. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/collection, varication 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 Hospital Realisation. 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 OPD. Work apart of a multi-disciplinary team to ensure good Nursing Care in OPD. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the OPD. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock.

ENQUIRIES
Mrs. P.N Kunene Tel No: (034) 271 6400

APPLICATIONS
should be forwarded to Human Resource Office 92 Hlubi Street, C. J. M. Hospital Nqutu Private Bag X5503 3135 Nqutu 3135.

FOR ATTENTION
Human Resource Manager

NOTE
Applications should be submitted on form Z83 from any Public Service Department Human Resource Department OR from the website www.kznhealth.gov.za. Certified copies of ID, Matric, highest educational qualifications and HPCSA registration – not copies of certified Copies. Current registration with HPCSA 2019. Updated Curriculum Vitae. Certified copy of Certificates and service endorsed by Human Resource. The reference number must be Indicated in the column provided on form Z83 e.g. CJM 04/2019. Faxed documents will not be accepted. NB Failure to comply with the above instructions with the above instructions will results in disqualification. Please note that if you are not contacted within three months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPS (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews.

CLOSING DATE
13 March 2020 16H00

POST 08/137
OPERATIONAL MANAGER GENERAL STREAM REF NO: SAH 01/2020 (X1 POST)

SALARY
R444 276.per annum Other Benefits: 13th cheque, 12 % rural allowance, home owners allowance (employee must meet prescribed requirements)

CENTRE
ST Andrews Hospital – Medical and Surgical Services

REQUIREMENTS
Diploma/Degree in General Nursing and Midwifery. Current registration with SANC as a General Nurse, Midwifese. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. Proof of current and previous experience endorsed by Human Resource (Certificate of service). Knowledge, Skills and Competencies: Knowledge of Nursing care
DUTIES: To plan, organize and monitor the objectives of the unit in consultation with subordinates. Provision of Quality Nursing Care through the implementation of National core 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. Coordinate optimal, holistic, specialised nursing care with set standards and within a professional/legal framework. 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. Participate in staff, student and patient training. Monitor the implementation of EPMDS. Exercise control over discipline, grievance and labour relation issues according to the laid down policies and procedures. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients’ Rights Principles. Implementation of programmes for prevention. Detection and treatment on non-communicable diseases and illnesses. Develop policies and protocols to improve triaging and resuscitation techniques. Monitor and improve emergency services rendered in the department.

ENQUIRIES: Mrs. MR Singh Tel No: (039) 433 1955
FOR ATTENTION: Human Resource Manager
NOTE: People with disabilities and African Male are encouraged to apply
CLOSING DATE: 13 March 2020

POST 08/138: CLINICAL PROGRAMME CO-ORDINATOR (INFECTION PREVENTION CONTROL) REF NO: SAH 02/2020 (X1 POST)

SALARY: R444 276 per annum. Other Benefits: 13th cheque, 12% rural allowance, home owners allowance (employee must meet prescribed requirements)
CENTRE: ST Andrews Hospital
REQUIREMENTS: Diploma/Degree in General Nursing and Midwifery. Current registration with SANC as a General Nurse, Midwife. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. A valid code 08 driver’s license. Proof of current and previous experience endorsed by Human Resource (Certificate of service). Recommendation: Diploma in infection Control. Knowledge, Skills and Competencies: Good management and analytical skills; Good communication leadership and interpersonal skills, Ability to work in a team and knowledge of all relevant prescripts, i.e. Provincial Health Act 2000, the nursing Act, Occupational Health and Safety Act.

DUTIES: Develop and ensure implementation of Infection control plan for the institution. Provide support to the Hospital Management team to ensure that a high standard of infection control in maintained. Advise the Hospital Manager of all identified infection control risks and recommendation thereof. To ensure that all departments and clinics are provided with infection control guidelines and protocols and that these are implemented. Assist the Hospital Manager with coordination and management of infection control committee meetings. Provide management and supervisors with up to date infection
control information. Provide effective and efficient infection control services in the institution. Ensure that written policies and procedures for infection control services are reviewed and implemented. Plan the budget for infection control department and exercise control over utilization of such a budget. Review outbreak of infections and advise on how outbreaks can be managed and prevented. Ensure that surveillance are done in the institution. Report on the incidents and prevalence of alert organisms and communicable diseases to the District CDC Coordinator.

ENQUIRIES : MRS TM NGCakaza Tel No: (039) 433 1955
APPLICATIONS : Should Be Forwarded: The Chief Executive Officer: St Andrews Hospital, Private Bag X1010 Harding, 4680 Or Hand Delivery: 14 Moodie Street, Harding 4680.
FOR ATTENTION : Human Resource Manager
NOTE : People with Disabilities and African Male Are Encouraged To Apply
CLOSING DATE : 13 March 2020

POST 08/139 : CLINICAL PROGRAMME CO-ORDINATOR (QUALITY ASSURANCE MANAGER) REF NO: SAH 03/2020 (X1 POST)

SALARY : R444 276 per annum. Other Benefits: 13th cheque, 12 % rural allowance, home owners allowance (employee must meet prescribed requirements)
CENTRE : ST Andrews Hospital
REQUIREMENTS : Diploma/Degree in General Nursing and Midwifery. Current registration with SANC as a General Nurse, Midwifese. A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. A valid code 08 drivers license. Proof of current and previous experience endorsed by Human Resource (Certificate of service). Knowledge, Skills and Competencies: Working knowledge of health policies and current public service and health related legislation; high level of interpersonal relationship skills. Presentation and facilitation skills, assertiveness and diplomacy; High level initiative of initiative and innovation; Ability to liaise with management; Good communication skills (written and verbal) and problem solving skills; Computer literacy in word processing and spreadsheet packages; Practical experience in Quality Assurance and Accreditation.

DUTIES : Develop and promote quality assurance culture within the Institutio Clinics; Plan, ensure implementation of and evaluate, maintain, control and co-ordinate activities of the quality assurance department in the Institution Clinics; Facilitate formation of quality assurance committee and ensure effective functioning of these committees and that all staff participation in quality assurance programs; Ensure that quality improvement programs are initiated are implemented in order to address shortcomings and non-compliance issues. Maintain accurate reports and records of quality assessments and ensure timeout interventions on non-compliance; Compile and submit monthly reports to the Hospital Manager; Provide on-going feedback to senior management, heads of departments, PHC management teams; Assist with motivation of institutional personnel through positive reinforcement; Liaise with COHSASA and District Quality Assurance Department and validate results for District Quality Assurance assessments COHSASA.

ENQUIRIES : Mrs TM Ngcakaza Tel No: (039) 433 1955
APPLICATIONS : Should Be Forwarded: The Chief Executive Officer: St Andrews Hospital, Private Bag X1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680. Attention: Human Resource Manager
FOR ATTENTION : Human Resource Manager
NOTE : People with disabilities and African Male are encouraged to apply
CLOSING DATE : 13 March 2020
POST 08/140 : 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 Grade 1 (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 givers 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
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 : 13 March 2020

POST 08/141 : CLINICAL PROGRAMME CO-ORDINATOR (INFECTION CONTROL PRACTITIONER) REF NO: EMS/04/20

SALARY : R444 276 per annum. Other benefits: Medical Aid (Optional) 13th Cheque, Housing allowance (employee must meet prescribed requirements) plus 8% Rural allowance.

CENTRE : Emmaus Hospital


DUTIES : Develop and ensure implementation of infection control plan for the institution and feeder clinics. Provide support to the Hospital Management team to ensure that a high standard of infection prevention and control is
Maintained. Advise the Hospital Manager of all identified infection control risks and recommendations thereof. To ensure that all departments’ clinics are provided with infection control guidelines and protocols and that these are implemented. Assist the Hospital Manager with co-ordination and management of infection control committee meetings and clinical governance meetings. Provide Management and Supervisors with up to date infection control information. Provide effective and efficient infection control services in the institution. Ensure that written policies and procedures for infection prevention and control services are reviewed and implemented. Develop and implement an effective infection prevention and control inservice training programme. Ensure an effective monitoring and evaluation system of the infection control programme. Plan the budget for infection prevention control department and exercise control over utilization of such a budget. Review outbreak of infections and advise on how outbreaks can be managed and prevented. Ensure effective surveillance system for managing health care associated infections, and notifiable medical conditions for sub district. Report on the incidents and prevalence of alert organisms and communicable diseases to the District CDC Coordinator.

ENQUIRIES: Mr NF Khuzwayo Tel No: (036) 488 1570 (ext 8206)
APPLICATIONS: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.

FOR ATTENTION: Ms A.N Ngubane
NOTE: Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV and certified copies of qualification certificates, service certificate including ID and driver’s license (certified copies of certificates should not be older than three months) No faxed or e mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling allowance will be paid for interview attendance.

CLOSING DATE: 13 March 2020 at 16:00
POST 08/142: CLINICAL NURSE PRACTITIONER REF NO: CJMH01/2020 (X5 POSTS)

SALARY: R383 226 – R444 276 per annum. Other Benefits 13th Cheque Medical aid optional Homeowner’s allowance: Employee must meet the prescribed requirement Rural Allowance is compulsory

CENTRE: Mkhonjane (X2 Posts), Hlathi Dam, Nondweni and KwaNyezi Clinics
REQUIREMENTS: Matric or senior certificate. Diploma/Degree in General nursing and midwifery One year post basic qualification in Primary Health Care. A minimum of 4 years appropriate/recognizable experience after registration as a professional nurse. Proof of current registration with South African Nursing Council as General Nurse, Midwifery and Primary Health Care Nurse. Current S.A N.C Receipt 2019. Proof of current and previous experience endorsed and stamped by Human Resource (service certificate) must be attached Knowledge of all applicable legislation, and guidelines, including Scientific Nursing and nursing principles. Good Communication, counselling, conflict management, decision making and problem solving skills. Good interpersonal and listening skills Co-ordination and planning skills. Ability to relive in the service areas. Team building and supervisory skills.

DUTIES: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Ensure proper utilization of human, material and financial resources and maintain updated records of resources.
in the clinic. Assist the unit manager with overall management and necessary support for effective functioning of the clinic. Promote preventive health for clients and community in the clinic. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Work as part of the multidisciplinary team to ensure good Nursing Care in the clinic. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented in a clinic. Must be able to handle obstetric emergencies and high risk conditions. Supervision of patients and provision of basic patients’ needs e.g. oxygen, nutrition, elimination fluids and electrolyte balance, safe and therapeutic environment in the clinic using EDL guidelines. Provide direct and indirect supervision of all nursing staff and to give guidance. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self-care. Ensure clinical intervention to client including administering of prescribed medication and ongoing observation of patients in the clinic. Provide nursing care that lead to improved service delivery by upholding Batho Pele Principles and Patients’ Rights Charter. Ensure compliance with and implementation of National Core Standards; deal Clinic Realization and Maintenance, CCMDD, etc.

**ENQUIRIES:**
Mrs. P.N Kunene
Tel No: (034) 271 6400

**APPLICATIONS:**
should be forwarded to Human Resource Office 92 Hlubi Street, C.J.M. Hospital Nqutu Private Bag X5503 3135 Nqutu 3135.

**FOR ATTENTION:**
Human Resource Manager

**NOTE:**
Applications should be submitted on form Z83 from any Public Service Department Human Resource Department OR from the website www.kznhealth.gov.za. Certified copies of ID, Matric, highest educational qualifications and HPCSA registration – not copies of certified Copies. Current registration with HPCSA 2019. Updated Curriculum Vitae. Certified copy of Certificates and service endorsed by Human Resource. The reference number must be Indicated in the column provided on form Z83 e.g. CJM 04/2019. Faxed documents will not be accepted. NB Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within three months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPS (Companies Intellectual Property Commission) screening. Due to financial constraints no S &T or relocation costs will be paid for attending interviews.

**CLOSING DATE:**
13 March 2020 16H00

**POST 08/143**
PROFESSIONAL NURSE SPECIALTY (OPERATING THEATRE) REF NO: CJMH003/2020 (X1 POST)

**SALARY:**
Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Other Benefits 13th Cheque Medical aid optional Homeowner’s allowance: Employee must meet the prescribed requirement 12 % Rural Allowance is compulsory

**CENTRE:**
Charles Johnson Memorial Hospital

**REQUIREMENTS:**
Matric or senior certificate. Diploma/Degree in General nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Current registration with SANC as a Professional Nurse and Primary Health care. A minimum of 4 years appropriate/recognisable experience after registration as a Professional Nurse in General Nursing. Grade 1: Experience A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing Grade 2: Experience A minimum of 14 years appropriate/recognizable experience as Professional Nurse with SANC in General Nursing, of which at least 10 years must be appropriate/recognizable experience after obtaining the one year post basic
qualification in Primary Health Care Knowledge, Skills, Training And Competencies Relevant legal framework such as Nursing Acts, Occupational Health and Safety Act, Batho Pele and Patient's Rights Charter Labour Relations etc. Disciplinary code, human resources policies, hospital generic and specific policies. Sound knowledge of the National Core Standards (OHSC) and Data Management. Sound knowledge of the Health programmes run at PHC level. Ability to relieve in the service areas. Coordination and planning skills. Team building and supervisory skills. Good communication and problem solving skills. Knowledge of all applicable legislation guidelines and policies related to nursing principles. Good interpersonal relationship and listening skills.

**DUTIES**

Implement and advocate for programme and initiative for clients and the community served by the OPD. Supervision of patients and provision of basic needs e.g. oxygen availability, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the OPD. Implement health programmes within the PHC package, monitor performance and outcomes against the set targets by the Department and act on deviations. Ensure accurate data generation/collection, variation 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 Hospital Realisation. 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 OPD. Be able to plan and organise own work and that of support personnel to ensure proper Nursing Care in the OPD. Ensure proper utilisation and safe keeping of basic Medical, Surgical, Pharmaceutical and other stock.

**ENQUIRIES**

Mrs. P.N Kunene Tel No: (034) 271 6400

**APPLICATIONS**

should be forwarded to Human Resource Office 92 Hlubi Street, C. J. M. Hospital Nqutu Private Bag X5503 3135 Nqutu 3135.

**FOR ATTENTION**

Human Resource Manager

**NOTE**

Applications should be submitted on form Z83 from any Public Service Department Human Resource Department OR from the website www.kznhealth.gov.za. Certified copies of ID, Matric, highest educational qualifications and HPCSA registration – not copies of certified Copies. Current registration with HPCSA 2019. Updated Curriculum Vitae. Certified copy of Certificates and service endorsed by Human Resource. The reference number must be Indicated in the column provided on form Z83 e.g. CJM 04/2019. Faxed documents will not be accepted. NB Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within three months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPS (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews.

**CLOSING DATE**

13 March 2020 16H00

**POST 08/144**

PROFESSIONAL NURSE SPECIALTY – ADVANCED MIDWIFERY REF NO: GJC 05/2020 (X4 POSTS)

**SALARY**

Grade 1: R383 226 per annum

Grade 2: R471 333 per annum

**CENTRE**

GJ Crookes Hospital

**REQUIREMENT**

**Grade 1** A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General Nurse.A minimum of 10 years appropriate.**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 refer to the above must be appropriate/recognizable experience in
the specialty after obtaining the one year post basic qualification in the relevant specialty. Other Benefits: Rural allowance 12%, 13th cheque, Home owners allowance (employees must meet prescribed requirements).


DUTIES: To provide holistic nursing care to patient in a specialty unit in a cost effective, efficient and equitable manner. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Execute duties and functions with proficiency, in support of the vision, mission, nursing objective and strategic objectives of the institution and to perform duties within prescripts of all applicable legislation. Maintain discipline and deal with grievances and Labour Relations issues in terms of laid down policies and procedures. Ensure on-going education and staff training in EMTCT, BFHI, ESMOE etc. Provision of quality maternal and neonatal care through setting of standards. Ensure proper utilization of resources and exercise care over Government property. Maintain accreditation standards through quality improvement and infusion control. Maintain accurate and complete patient records. Participate in Health Promotion and illness prevention initiatives. Participate in the formulation and analysis of Policies and Procedures and ensure that these are in accordance with current statutory regulations and guidelines. Assist unit manager with overall management and support for effective functioning of the unit. Participate in the implementation of priority programs to reduce morbidity and mortality rate communication and non-communication diseases. Ensure the use of Maternal and Child updated protocols, guidelines in the hospital.

ENQUIRIES:
APPLICATIONS:
FOR ATTENTION:
NOTE:
CLOSING DATE: 20 March 2020 at 16h00
POST 08/145:
CLINICAL NURSE PRACTITIONER REF NO: UMP 3/2020
Clinic: Mbhekaphansi Clinic

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

CENTRE:
Umphumulo Hospital
REQUIREMENTS: Diploma/Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. A post basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), with a duration of at least one year accredited with the South African Nursing Council. Current (2020) council receipt. **Grade 1**: A minimum of four (4) years appropriate/recognizable experience as a Professional Nurse. **Grade 2**: A minimum of fourteen (14) years appropriate/recognizable experience as a Professional Nurse of which at least ten (10) years must be appropriate/recognizable experience in primary healthcare after obtaining the post basic qualification of Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Proof of current and previous experience endorsed by the HR department. Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Good communication and interpersonal skills. Decision making and problem solving skills. Knowledge of Code of Conduct and Labour Relations and related policies. Ability to formulate patient related policies. Basic understanding of HR and Financial policies and procedures. Basic computer literacy.

DUTIES: Provide quality comprehensive primary health care by promoting preventative, curative and rehabilitative services for the clients and community. Provide holistic nursing care to patients in a specialty unit in a cost effective, efficient and equitable manner. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Promote scientific quality nursing care by functioning as a therapeutic team co-ordinating between hospital and community and preventing medico legal hazards. Work effectively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Encourage research by assisting in regional and departmental projects, always making sure that the community needs are taken into account. Be involved in community meetings and committees. Clinical teaching, training and continuous evaluation of students. Teach patients on a one to one basis. Provide health education of patients, public and staff. Assist patients and families to develop a sense of self care. Conduct individual consultation sessions. Evaluate and follow up patients during clinic visits. Maintain accreditation standards by ensuring compliance with National Norms and Standards (NCS). Order medication as necessary and ensure proper control. Participate in the formulation, analysis, implementation and monitoring of clinic objectives, policies and procedures. Ensure compliance with Infection Prevention and Control as well as Occupational Health and Safety. Provide safe and therapeutic environment for patients, staff and public. Ensure proper utilization of resources and exercise care over government property. Offer managerial services in the absence of the Operational Manager.

ENQUIRIES: Ms. G. F. Madi Tel No: (032) 4814132

APPLICATIONS: Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.

FOR ATTENTION: Mr S. M. Naidoo

NOTE: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South
African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result in your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE: 13 March 2020

POST 08/146: PROFESSIONAL NURSE SPECIALTY: ADVANCED MIDWIFERY OR CLINICAL NURSE PRACTITIONER REF NO: HLH 04/2020 (X2 POSTS)

SALARY

Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Other benefits 12% rural allowance, 13th cheque, Medical aid (optional)
Home owner’s allowance (employee must meet a prescribed requirements)

CENTRE

Kwamsane Clinic

REQUIREMENTS

Standard 10 or Grade 12 certificate. Diploma in General Nursing and Midwifery/ basic R425 qualifications. One year post basic certificate in Advanced Midwifery and Neonatal Nursing science OR Post-basic nursing qualification, with a duration of at least 1(one) year accredited with SANC in Clinical Nursing Science, Health Assessment, Treatment and Care. Current registration with SANC 2020 to practice. Certificate/s of service endorsed and stamped by HR Department from current/former employer. Grade 1 A minimum of 4 years appropriate/recognizable experience in nursing after registration with SANC as a professional nurse plus 1- year post basic certificate advanced midwifery and Neonatal Nursing science. Grade 2 A minimum of 14 years of appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recogizable. Experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Knowledge, Skills, Training and Competencies Required: Knowledge and understanding of Nursing legislation, nursing care processes and procedures and other relevant legal frameworks such as Occupational Health and Safety Act, Health Act and Labour Relations Act. Knowledge of the Patient Right Charter, Batho Pele Principles, National Core Standards, Possess basic understanding of Human Resource and financial policies and practices. Good communication skills, report writing skills, facilitation skills, co-ordination skills, liaison skills and problem solving skills. Planning & Organizing skills. Good interpersonal and human relations.

DUTIES

To provide holistic nursing care to patients in all clinic streams in a cost effective and efficient manner. Execute duties and functions with proficiency in support of the vision, mission, and strategic objectives of the institution and within the prescripts of all other legislation. Ensures the utilization of Maternal and neonatal updated guidelines and protocols. To take charge of the unit during the absence of the Operational Manager in charge and to manage the unit accordingly. To provide nursing care that leads to improved service delivery. Perform standard procedures and solve problems communicating with patients and relatives. Maintain clinical competence by ensuring that the scientific principles of nursing care are maintained, and observing the principles of Infection Prevention and Control practices. Participate in the implementation of priority programs and strategies to reduce morbidity and mortality rates, communicable and non-communicable diseases. Implement quality improvement plans. Maintain accurate and complete patient's records. Protect and advocate rights of patients regarding
health care. Maintain a professional and ethical practice as well as enabling environment for ethical practice. Communicate with the multi-disciplinary health care team and assist in decision-making pertaining to health care delivery. Utilize human, material and physical resources efficiently and effectively. Ability to work independently in all sections of the unit. Ensure staff ongoing education and training in ESMOE, MBFI, EMTCT, YFS, etc. Maintain client satisfaction through quality service innovation and professionalism. Conduct clinical audits and compile summary reports.

ENQUIRIES
APPLICATIONS
CLOSING DATE
POST 08/147
SALARY
CENTRE
REQUIREMENTS
DUTIES

M: Mr SPN Mkhwanazi
Tel No: (035) 38 8690/ 0824770094

All Applications should be Forwarded TO: Chief Executive Officer
Private Bag X 5001, Hlabisa 3937 or Hand Delivered to: Human Resource Department Hlabisa Hospital.

13 March 2020

CLINICAL NURSE PRACTITIONER REF NO: UMP 4/2020
Clinic: Maphumulo Clinic

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

Umphumulo Hospital

Diploma/Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. A post basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), with a duration of at least one year accredited with the South African Nursing Council. Current (2020) council receipt Grade 1: A minimum of four (4) years appropriate/recognizable experience as a Professional Nurse. Grade 2 A minimum of fourteen (14) years appropriate/recognizable experience as a Professional Nurse of which at least ten (10) years must be appropriate/recognizable experience in primary health care after obtaining the post basic qualification of Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), Proof of current and previous experience endorsed by the HR department. Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Good communication and interpersonal skills. Decision making and problem solving skills. Knowledge of Code of Conduct and Labour Relations and related policies. Ability to formulate patient related policies Basic understanding of HR and Financial policies and procedures. Basic computer literacy.

Provide quality comprehensive primary health care by promoting preventative, curative and rehabilitative services for the clients and community. Provide holistic nursing care to patients in a specialty unit in a cost effective, efficient and equitable manner. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Promote scientific quality nursing care by functioning as a therapeutical team co-ordinating between hospital and community and preventing medico legal hazards. Work effectively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Encourage research by assisting in regional and departmental projects, always making sure that the community needs are taken into account. Be involved in community meetings and committees. Clinical teaching, training and continuous evaluation of students. Teach patients on a one to one basis. Provide health education of patients, public and staff. Assist patients and families to develop a sense of self care. Conduct individual consultation sessions. Evaluate and follow up patients during clinic visits. Maintain accreditation standards by ensuring compliance with National Norms and Standards (NCS). Order medication as necessary and ensure proper control. Participate in the formulation, analysis, implementation and
monitoring of clinic objectives, policies and procedures. Ensure compliance with Infection Prevention and Control as well as Occupational Health and Safety. Provide safe and therapeutic environment for patients, staff and public. Ensure proper utilization of resources and exercise care over government property. Offer managerial services in the absence of the Operational Manager.

ENQUIRIES : Ms. G. F. Madi Tel No: (032) 4814132
APPLICATIONS : Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.

FOR ATTENTION : Mr S. M. Naidoo
NOTE : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE : 13 March 2020
POST 08/148 : CLINICAL NURSE PRACTITIONER – MOBILE CLINIC REF NO: UMP 5/2020
SALARY : Grade 1: R383 226 – R444 276 per annum
          Grade 2: R471 333 – R579 696 per annum
CENTRE REQUIREMENTS : Umphumulo Hospital
Diploma/Degree in General Nursing and Midwifery. Registration with the S.A.N.C. as a Professional Nurse and midwife. A post basic nursing qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), with a duration of at least one year accredited with the South African Nursing Council. Current (2019) council receipt. **Grade 1:** A minimum of four (4) years appropriate/recognizable experience as a Professional Nurse. **Grade 2** A minimum of fourteen (14) years appropriate / recognizable experience as a Professional Nurse of which at least ten (10) years must be appropriate/recognizable experience in primary health care after obtaining the post basic qualification of Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), Proof of current and previous experience endorsed by the HR department. Understanding of nursing legislation and related legal and ethical nursing practices. Ability to perform clinical nursing practice in accordance with the scope of practice and nursing standards. Good communication and interpersonal skills. Decision making and problem solving skills. Knowledge of Code of Conduct and Labour Relations and related policies. Ability to formulate patient related policies Basic understanding of HR and Financial policies and procedures. Basic computer literacy.
**DUTIES**

Provide quality comprehensive primary health care by promoting preventative, curative and rehabilitative services for the clients and community. Provide holistic nursing care to patients in a specialty unit in a cost effective, efficient and equitable manner. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Promote scientific quality nursing care by functioning as a therapeutical team co-ordinating between hospital and community and preventing medico legal hazards. Conduct training of Home Based Care; DOTS and other community representatives and volunteers within the district. Work effectively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Encourage research by assisting in regional and departmental projects, always making sure that the community needs are taken into account. Be involved in community meetings and committees. Teach patients on a one to one basis. Provide health education of patients, public and staff. Assist patients and families to develop a sense of self care. Conduct individual consultation sessions. Evaluate and follow up patients during clinic visits. Maintain accreditation standards by ensuring compliance with National Norms and Standards (NCS). Order medication as necessary and ensure proper control. Participate in the formulation, analysis, implementation and monitoring of clinic objectives, policies and procedures. Ensure compliance with Infection Prevention and Control as well as Occupational Health and Safety. Provide safe and therapeutic environment for patients, staff and public. Ensure proper utilization of resources and exercise care over government property. Offer managerial services in the absence of the Operational Manager.

**ENQUIRIES**

Ms. G. F. Madi Tel No: (032) 4814132

**APPLICATIONS**

Please forward application quoting the reference number to The Human Resource Department, Umphumulo Hospital, Private Bag X9219, Maphumulo 4470 or hand delivered to Umphumulo Hospital, Human Resource Department.

**FOR ATTENTION**

Mr S. M. Naidoo

**NOTE**

Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates – not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non-RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions wills results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

**CLOSING DATE**

13 March 2020

**POST 08/149**

CLINICAL NURSE PRACTITONER GRADE 1/2 WOODLANDS CLINIC

REF NO: EB3/2020 (X1 POST)

**SALARY**

Grade 1 R383 226 – R444 276.per annum
Grade 2 R471 333 – R579 696 per annum
Additional Benefits: 13th Cheque, Medical Aid (optional), home owners allowance (employees must meet prescribed requirements)

CENTRE : East Boom Community Health Centre (Woodlands Clinic)
REQUIREMENTS : Grade 1: Senior certificate/Matric/Grade 12. Diploma/Degree in General nursing and midwifery plus 1 year post basic qualification in Primary Health Care. Current Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse (2020). A minimum of 4 years appropriate/recognizable clinical experience as a General Nurse with Midwifery. Proof of previous and current work experience (Certificate of Service) endorsed and stamped by HR must be attached. Driver's license – unendorsed
Grade 2: Matric (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. Driver’s license – unendorsed.
Knowledge, Skills, Trainings and Competencies Required: Demonstrate understanding of nursing legislation and related legal and ethical nursing practices. Demonstrate a basic understanding of HR and financial policies and practices. Good communications 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. Facilitate Implementation of Ideal Clinic Concept. Deputise Operational Manager and take over his/ her duties when not on duty. The incumbent will be expected to work overtime and extended hours.

ENQUIRIES : Mrs. S. Ngcobo Tel No: (033) 264 4901
APPLICATIONS : to be submitted, East Boom CHC Private Bag X4018, Willowton, Pietermaritzburg 3201 or hand delivered to East Boom CHC, Human Resource Office, 541 Boom Street, Pietermaritzburg, 3200.
FOR ATTENTION : Mr. S Ngcobo
NOTE : Employment Equity Target for this post is: African Male
CLOSING DATE : 13 March 2020

POST 08/150 : CLINICAL NURSE PRACTITIONER (STAFFORD CLINIC) REF NO: MAD 02/ 2020)

Grade 2: R471 333 – R579 696 per annum
Plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE : Madadeni Provincial Hospital
REQUIREMENTS : Clinical Nurse Practitioner Grade 1: Basic R425 Degree/Diploma in Nursing and Midwifery or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post basic qualification with duration of at least 1 year in Clinical assessment, treatment and care. Registration with the SANC as a Professional Nurse. A minimum
of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC (2020 Receipt). Clinical Nurse (Specialty) 

Grade 2: Basic R425 Degree/Diploma in Nursing and Midwifery or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post basic qualification with duration of at least 1 year in Clinical assessment, treatment and care. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing of which 10 years must be appropriate/recognizable experience after obtaining the one (1) year post basic qualification in clinical assessment, treatment and care. Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills, Training and Competencies Required: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies. Sound knowledge of the health programmes run at the PHC level. Sound knowledge of the National core Standards and data management.

DUTIES : Demonstrate effective communication with patients, supervisory and other clinicians, including report writing and statistics. Assist the unit manager/Operational Manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Implement and advocate for preventive and promotive health initiatives for clients and the community served by the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and the therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package in accordance with set guidelines, monitor performance and outcomes against the set targets and act on deviations. Ensure that programme specific data collected is timeous and accurate. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of care. Refer patients promptly according to the set guidelines, protocols, policies. Ensure proper utilization and safe keeping of basic medical, surgical and pharmaceutical stock.

ENQUIRIES : Ms. Z.E Gumede Tel No: (034) 328 8137

APPLICATIONS : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940.

FOR ATTENTION : The Recruitment Officer

NOTE : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. 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 Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. 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). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial. EE Target (African Male).

**POST 08/151** : ASSISTANT DIRECTOR: HRM REF NO: GJC 06/2020 (X1 POST)

**SALARY** : R376 596 per annum (Level 09). Other Benefits: 13th cheque, Home owners allowance (employees must meet prescribed requirements.

**CENTRE** : GJ Crookes Hospital

**REQUIREMENTS** : Senior certificate/matrict or Grade 12. Degree/National Diploma in Human Resource Management/Public Management. 3-5 years’ experience in Human Resource Component, of which three (03) years must be supervisory level. A valid code B (08) driver’s license. Proof of current and previous work experience endorsed and stamped by Human Resource Department. Knowledge of the Persal system. Computer literacy (MS Word, MS Excel, MS PowerPoint).Knowledge, Skills and Experience: Broad knowledge and understanding of Human Resource Management. In-depth knowledge of relevant acts, policies, regulations in Human Resource Management. Sound knowledge of Persal, project and financial management. Sound decision making, planning and leadership skills. Good communication (written and verbal) skills.

**DUITES** : Management of day-to-day functioning of Human Resource Department (Labour relations, HR Practices, Employee Wellness, HR Development & Planning) in the hospital to ensure the rendering of high quality services. Participate in the development of Human Resources policies that are in line with HR strategies of the department and ensure they are implemented. Management and control of compensation of employee’s budgets and resources allocated to Human Resources component. Plan, control and monitor personnel budget and expenditure for the entire Institution. Develop Human Resource Plan and Employment Equity plan for the hospital and ensure that they are put into practice. Identify training needs and ensure the implementation of in-service training programmes. Promote efficiency in a manner in which financial and human resources are utilized in HR department and that the use of resources is in accordance with relevant government prescripts. Management of recruitment and selection of staff in different fields within the hospital and attached clinics. Promote and maintain sound labour peace within the Institution and also represent the Institution at conciliation and arbitration sittings. Advise managers and supervisors on all human resources management matters to ensure that they confirm to the public service act and other relevant legislation. Investigate and preside over disciplinary cases within the Institution and district wide. Attend Institutional, district and provincial meetings.

**ENQUIRIES** : Ms TE. Wanda Tel No: (039) 978 7081

**APPLICATIONS** : All application should be submitted GJ Crookes Hospital, P/Bag X 5501, Scottburgh, 4184.

**FOR ATTENTION NOTE** : Human Resource Manager

Application form (Z83) and C.V. with certified copies of ID, educational qualifications. Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit
records, qualification, citizenship and previous experience employment verification.

**CLOSING DATE** : 20 March 2020 at 16h00

**POST 08/152** : ASSISTANT DIRECTOR: SYSTEMS REF NO: EMS/03/2020

Re-advertisement, applicants who applied previously must re-apply

**SALARY** : R376 596 per annum. (Other benefits: Medical optional) 13th cheque. Home owners allowance (employee must meet prescribed requirements) Medical Aid (Optional)

**CENTRE** : Emmaus District Hospital


**DUTIES** : Manage and coordinate the following areas to ensure optional and cost effectiveness: cleaning services, catering services, maintenance services, gardening services, Mortuary services, housekeeping services, laundry, transport, switchboard, and administrative services. Monitoring the provision of all hotel services and facilities by contractors in order to ensure contact adherence, ensure compliance with services level agreement and highest level of care. Analyze alternative for performing needed work including contracting out services and evaluate and recommend procedures /practices to improve operational efficiency. Ensure effective, efficient and economical utilization of resources allocated to the institution including the development. Ensure that all institutions information system (patient and other) is maintained so as to provide reliable, valid timeous processing and information .Ensure compliance to National Core Standards and make me look like a hospital Programme .Develop and implement policies. Effective management of the performance of employees according to EPMD5.

**ENQUIRES** : Mrs. M.A.N Mzizi, Tel No: (036) 488 1570 (ext. 8203)

**APPLICATIONS** : Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry (Ms. A.N Ngubane) Emmaus Hospital.

**FOR ATTENTION** : Human Resource Manager

**CLOSING DATE** : 13 March 2020 at 16:00

**NOTE** : Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and certified copies of qualification certificates, service certificate including ID and (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence And Travelling Allowance Will Be Paid For Interview Attendance.
POST 08/153: ASSISTANT DIRECTOR: SYSTEMS REF NO: VRH 02/2020
Component: Systems Management Services

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

CENTRE: Vryheid District Hospital


DUTIES: Manage the provision of all systems under your supervision ensuring high level of service delivery. Manage the following components ensuring optimal utilization of all resources: cleaning services, catering services, maintenance services, gardening services, mortuary services, housekeeping, security services, transport services, registry services, telecommunications services, patient administration services waste management services, health and safety services. Analyse alternatives for performing needed work including contracting out services and evaluate and recommends procedures/practices to improve operational efficiency. Manage staff in terms of Employee Performance Management and Development Systems (EPMDS). Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Conduct risk and security analysis and inform the institutional risk management team. Develop, implement and monitor effective policies, protocols and policies. Contribute as a member of a multi-disciplinary management team towards the effective management of the hospital. Provide regular inputs towards realization of ideal hospital concept and National Core Standards.

ENQUIRIES: Ms. NF Ngema: Tel No: (034) 989591

APPLICATIONS: All applications should be forwarded to: The Assistant Director: HRM, Vryheid District Hospital, Private Bag X 9371, Vryheid, 3100 OR Hand delivered to Coswald Brown Street, Vryheid Human Resource Management (1st Floor Administration Services) Office No 09.

FOR ATTENTION: Mr. SP Nene

NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed 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) and provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment 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 posts are free to apply. Please note that S & T will not be paid to candidates who are invited for the interviews.

CLOSING DATE: 13 March 2020

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS: Direct or hand deliver applications to the address indicated below: - Head Office: Department of Social Development, Private Bag X9144, Pietermaritzburg 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg 3200.

FOR ATTENTION: Ms PN Mkhize
CLOSING DATE: 13 March 2020
NOTE: Applications must be submitted on form Z83 and should be accompanied by a CV and original certified copies of all educational qualifications, Identity document and A valid Driver’s license required by the post advertised. Applications must be forwarded to relevant address. Applicants must indicate the reference number of the post applied and the centre on Form Z83. Application forms Z83 (Application for Employment) should be fully completed and signed by the applicant. Under no circumstances will faxed or e-mailed applications be accepted. The Department is an Equal Opportunity Affirmative Action employer. Applicants who will promote the achievement of employment equity targets and who meet minimum appointment requirements will be given preference. The employment is subject to signing of the employment contract and annual performance agreement. The candidates will be required to undergo security clearance, competency based assessment, technical assessment and to disclose financial interests in accordance with relevant prescripts. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful.

MANAGEMENT ECHELON

POST 08/154: CHIEF DIRECTOR: INSTITUTIONAL OPERATIONS MANAGEMENT (NORTH REGION) REF NO: DSD01/02/2020HO
(Re-advertisement)

SALARY: R1 251 183 per annum (Level 14) (All-inclusive remuneration package)
CENTRE: North Region
REQUIREMENTS: Qualifications: Bachelor’s Degree in Social Work (NQF Level 7); Registration with the South African Council for Social Service Professions as a Social Worker; Proof of current registration with the South African Council for Social Services Profession as a Social Worker; A minimum of 5 years’ experience at a senior management in the Social Work environment; A valid driver’s license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Labour Relations Act; Public Finance Management Act; Treasury Regulations; Research Methodology; Policy Analysis and Development; Knowledge management; Organisational behaviour analysis; Strategic business management; Community Development; Welfare Laws; National Development Plan; Provincial Growth and Development Plan; Service delivery frameworks; Employee Performance Management and Development System. Skills/ Core competencies: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy analysis and
development; computer literacy; communication, presentation and negotiation.

**DUTIES**

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

**ENQUIRIES**

Mr SG Ngubane Tel No: (033) 348 5518

**POST 08/155**

**DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY MANAGEMENT SERVICES (ICT) REF NO: DSD02/01/2020HO**

**SALARY**

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

**CENTRE**

Head Office

**REQUIREMENTS**

- Qualifications: Bachelor’s Degree (NQF level 7) in Information Technology/Information System and Knowledge Management/ Information System/ Information Science; A minimum of 5 years’ experience at a middle/senior managerial level in a technical field; a valid driver’s license.
- Knowledge: Constitution of the Republic of South Africa, Public Service Act and Regulations; Labour Regulations Act; Public Finance Management Act and Treasury Regulations; Promotion of Access to Information Act; National Development Plan; Employee Performance Management and Development System.
- Skills/ Core competencies: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy analysis and development; computer literacy; communication, presentation and negotiation.

**DUTIES**

- Manage the development of information systems;
- Manage the provision of information technology support service;
- Promote legitimate access to departmental information;
- Manage the development and implementation of policies;
- Manage the resources of the Directorate.

**ENQUIRIES**

Mr SG Ngubane Tel No: (033) 348 5518

**POST 08/156**

**DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DSD03/01/2020HO**

**SALARY**

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

**CENTRE**

Head Office

**REQUIREMENTS**

- Qualifications: A Bachelor’s Degree (NQF level 7) in Supply Chain Management/Financial Management/Public Administration; A minimum of 5 years’ experience at a middle/senior managerial level in Supply Chain Management Environment; A valid driver’s license.
- Knowledge: Constitution of the Republic of South Africa, Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Basic Accounting System; Employee Performance Management and Development System.; National Treasury Practice Notes; Provincial Treasury Practice Notes; Service delivery frameworks; Broad Based Black Economic Empowerment Act.
- Skills/ Core competencies: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy analysis and development; computer literacy; communication, presentation and negotiation.

**DUTIES**

- Manage the provision of demand management and performance reporting;
- Manage the provision of acquisition management services;
- Manage the provision of logistics management services;
- Ensure the provision of assets management and disposal; manage the development and implementation of policies; Manage the resources of the Directorate.

**ENQUIRIES**

Mr BS Ndaba Tel No: (033) 264 5412
DEPARTMENT OF TRANSPORT

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

APPLICATIONS:
Forward your application, quoting the relevant reference number to:
Recruitment & Selection Section, Human Resource Practices Directorate,
Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively
be hand-delivered to the Office of the Department of Transport, Inkosi
Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.

CLOSING DATE:
13 March 2020 (at 16h00). Applications received after the closing date and
time will not be considered.

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

MANAGEMENT ECHELON

POST 08/157:
DIRECTOR: MOTOR TRANSPORT SERVICES REF NO: P 02/2020
Re-advertisement. Applicants who applied previously and who still wish to be
considered are at liberty to re-apply.
SALARY: R1 057 326 per annum (all Inclusive, flexible remuneration package)

CENTRE: Inkosi Mhlabaunzima Maphumulo House, Pietermaritzburg


ENQUIRIES : Adv. SS Nxumalo Tel No: (033) 355 0530
FOR ATTENTION : Mr C McDougall
NOTE : It is the intention of this Department to consider equity targets when filling this position.