

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS
The Department is an equal opportunity, affirmative action employer and is committed to empowering people living with disability.



- APPLICATIONS** : To be posted to: The Chief Director, Human Resource Management and Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 Or Hand Delivered To: 330 Langalibalele Street, Pietermaritzburg.
- FOR ATTENTION** : Mr LA Nyilenda
- CLOSING DATE** : 10 July 2020 (Applications received after this date will not be accepted).
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV together with originally certified copies of qualifications, driver's license and ID. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from the NIA on the following checks (Security Clearance, Qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. 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 the technical exercise, the selection committee will recommend the candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment tests generic management competencies using the mandated DPSA SMS competency assessment tools. The following posts are being re-advertised: Director: Disaster Management; Civil Engineer: Water (2 Posts), Civil Engineer: Mechanical/ Civil (2 posts), Deputy Director: Prosecutions and Senior Legal Administration Officer. All applicants who applied previously need to re-apply if they wish their applications to be considered.

MANAGEMENT ECHELON

- POST 16/63** : **CHIEF DIRECTOR: COMMUNICATIONS REF NO: 1/2020 (CC)**
Directorate: Corporate Communications
- SALARY** : R1 251 183 - R1 495 956 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Communication, Public Relations, Journalism or a related qualification coupled with 5 years' experience at a senior management level in a communications environment. Furthermore the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of legislation (MPRA, MFMA and Municipal Systems Act) as well as relevant municipal policies and by-laws, Knowledge in interpretation, research and development of legislation, Knowledge of Public Service Act/ Regulations, Knowledge of monitoring and evaluation processes and systems, Knowledge of policy analysis, Awareness and understanding of the municipal environment, Knowledge of project management, Knowledge of Labour Relations Act, Knowledge of public administration communication strategy, Knowledge of communication with public and media, Excellent communication skills (verbal & written), Computer literacy in MS office, A valid code 8 driver's license.

- DUTIES** : The successful candidate will be required to manage communication services for the Department of Cooperative Governance and Traditional Affairs with the following key responsibilities:-Manage the communication strategy of the Department, Manage corporate communication services, Administer media management and planning, Manage a stakeholder management programme, Manage the resources of the Chief Directorate.
- ENQUIRIES** : Mr Tubane at Tel No: (033) 3952035
- POST 16/64** : **DIRECTOR: MUNICIPAL GOVERNANCE REF NO: 1/2020 (MAG)**
Chief Directorate: Municipal Administration and Governance
Directorate: Municipal Governance
- SALARY** : R1 057 326 - R1 245 495 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Law or related qualification coupled with 5 years' experience at a middle management/ senior management level in the local government environment. Furthermore the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:-Knowledge of legislation, Knowledge of Legal framework of Local Government, Awareness and understanding of the municipal environment, Knowledge of conflict resolution and policy analysis, Knowledge of project management, Knowledge of research and development of legislation, Planning, conflict resolution and negotiation skills, Team development, decision making and problem solving skills, Time management and management of finance skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's license.
- DUTIES** : The successful candidate will be required to regulate, monitor and support municipal governance and ensure compliance with the following key responsibilities:- Manage the establishment of municipal institutions, Ensure governance compliance, Manage informal and formal interventions and conflict resolution at municipalities, Support municipalities in respect of legal matters, Facilitate the compilation of the legislative framework, Management of resources.
- ENQUIRIES** : Mr S Duma at Tel No: (033) 3556314
- POST 16/65** : **DIRECTOR: OFFICE OF THE HOD REF NO: 1/2020 (OHOD)**
Head of Department
Directorate: Office Of The Head Of Department
- SALARY** : R1 057 326 - R1 245 495 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Public Management/ Public Administration/ Business Administration or a related qualification coupled with 5 years' experience at a middle management/ senior management level in the administrative environment. Furthermore the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of interpretation of relevant legislation, Knowledge of municipal functions and applicable legislation, Knowledge of departmental policies and guidelines, Knowledge Public of Service Legislation, Research and policy formulation and interpretation skills, Project management and strategic planning skills, Financial management skills, Facilitation skills, Influencing & motivational skills, Generic processes skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's licence.
- DUTIES** : The successful candidate will be required to provide management support to the Head of Department with the following key responsibilities: -Coordinate the strategic alliance between the Office of the HoD and the Branches to ensure service delivery, Coordinate the alignment of the Department's strategy with the activities of all the units within the Department, Monitor and ensure,

compliance with the strategic plan of the Department by the branches, Ensure the provision of executive assistance and administrative support to the HoD, Manage relationships between all stakeholders and the Office of the HoD, Manage the resources of the unit.

ENQUIRIES : Mr T Tubane at Tel No: (033) 3952035

POST 16/66 : **DIRECTOR: HUMAN CAPITAL DEVELOPMENT REF NO: 1/ 2020 (HRMD)**
Chief Directorate: Human Resource Management & Development
Directorate: Human Capital Development

SALARY : R1 057 326 - R1 245 495 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Human Resource Management/ Human Resource Development or related qualification coupled with 5 years' experience at a middle management/ senior management level in the human resource management/ human resource development environment. Furthermore the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made. Essential Knowledge, Skills And Competencies Required: The successful candidate must have, Understanding of relevant legislation, Understanding of Human Resource Development strategies in the public service, skills development, skills audit as well as facilitation of skills development competencies, Knowledge of project management, Awareness and understanding of cultural climate within the Public Service, Knowledge of Public Service legislation, Knowledge of health and wellness programmes, Organisational and Development as well as management skills, Leadership skills, Decision making and problem solving skills, Organizing ability, Good communication skills (written and verbal), Financial management and strategic management skills, Computer literacy in MS Office, A valid code 8 driver's license.

DUTIES : The successful candidate will be required to develop and implement Human Capital Development Strategies with the following key responsibilities:- Develop, implement and monitor HRD systems, Coordinate management development programmes, Manage training and development, Manage performance management and development systems, Manage the provision of employee health and wellness programmes, Manage the resources of the directorate.

ENQUIRIES : Adv. KL Janse van Rensburg at Tel No: (033) 3952305

POST 16/67 : **LOCAL GOVERNMENT SPECIALIST REF NO: 1/2020 (MSDS)**
Chief Directorate: Municipal Service Delivery Support
Directorate: Local Government Champions

SALARY : R1 057 326 - R1 245 495 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in the field of Public Administration, Municipal Governance/Administration, Social Sciences or a related qualification coupled with 5 years at a middle /senior-management level in the local government environment. Furthermore the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge of relevant local government legislation and enabling prescripts, Knowledge of functioning of municipalities, Knowledge of intergovernmental and internal relations, Knowledge of Project Management principles, Ability to articulate and implement the Intergovernmental Relations Framework Act (IGFA), Municipal Finance Management Act (MFMA) and all other relevant local government legislation, Ability to nurture relationships with strategic partners (especially municipalities) within and outside of the government sector, Good planning and management skills, Strategic analysis and conflict resolution skills, Decision making and team development skills, Problem solving and project management skills, Presentation and facilitation skills, Good communication

- skills (verbal & written), Computer literacy in MS Office, A valid code 8 drivers licence.
- DUTIES** : The successful candidate will be required to manage and coordinate municipal support and COGTA programmes within the Districts with the following key responsibilities:- Implement predetermined municipal support programme objectives, Manage departmental projects regarding municipalities facing service delivery problems (Back to Basics), Provide and facilitate hands on specialist support to municipalities on local government issues and municipal support programmes (Municipal administration, governance and finance), Facilitate the planning and coordination of appropriate interventions, Refer high profile queries/ complaints regarding service delivery problems to HOD/ MEC, Compile reports on service delivery issues within the districts, Convene meetings and provide support to municipalities on municipal support service programmes, Oversee municipal performance and service delivery improvement programmes within municipalities, Manage the implementation of the MEC's activity plan, campaign plans and ministerial visits to municipalities to launch campaigns, Provide support with the development of MEC's project plans, Monitor the implementation of the municipal support programmes and campaign plans within municipalities, Ensure the compilation of reports on affected municipalities by obtaining relevant evidence, Provide feedback to all stakeholders, Liaise with relevant stakeholders with regard to municipal support programme launches/ campaigns, Provide support in facilitating the visits by MEC's to municipalities within the district, Support the MEC's during the visits by briefing them on the status of the municipal support programmes and challenges faced by municipalities, Manage administrative support functions pertaining to municipal support programmes, Provide reports timeously on status of service delivery issues, Develop and implement policies, frameworks, guidelines and toolkits, Analyse and interpret legislation and existing frameworks in respect of service delivery imperatives, Development of effective municipal performance and service delivery policies, strategies, guidelines and toolkit, Develop best practices in respect of policy matters, Ensure implementation of policies and strategies, Provide advice and guidance to management and municipalities regarding the interpretation and implementation of policies, strategies, guidelines and toolkits, Monitor and evaluate compliance with implemented policies, Report on any discrepancies with regard to compliance with all relevant stakeholders, Manage the resources of the directorate.
- ENQUIRIES** : Ms B Ally at Tel No: (033) 355 6554
- POST 16/68** : **DIRECTOR: DISASTER MANAGEMENT OPERATIONS REF NO: 2/ 2020 (DM)**
Chief Directorate: Disaster Management
Directorate: Disaster Management Operations
- SALARY** : R1 057 326 - R1 245 495 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Disaster Management/Fire Technology/ Emergency Management or a related qualification coupled with 5 years' experience at a middle management/ senior management level in the disaster management environment. Furthermore the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Sound knowledge of relevant legislation & policies, Knowledge in terms of interpretation of relevant and related legislation, Knowledge of service delivery policy, Knowledge of structure & functioning of Government, Awareness and understanding of cultural climate within the Public Service, Awareness & understanding of service delivery environment, Knowledge of project management, Team development and problem solving skills, Decision making and public participation skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's licence.
- DUTIES** : The successful candidate will be required to facilitate disaster management interventions at provincial and municipal levels with the following key responsibilities: Facilitate disaster management awareness, preparedness and

capacity building, Facilitate volunteerism in all spheres of government, Facilitate disaster management emergency responses, Establish and maintain communication links between all spheres of government, manage the resources of the unit.

ENQUIRIES : Ms B Mgutshini at Tel No: (033) 8469003

POST 16/69 : **DIRECTOR: INFRASTRUCTURE DEVELOPMENT REF NO: 2/2020 (MID)**
Chief Directorate: Municipal Infrastructure
Directorate: Infrastructure Development

SALARY : R1 057 326 - R1 245 495 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Engineering coupled with 5 years' experience at a middle/ senior management level in engineering and/or project and construction management. Furthermore the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge and understanding of the structure and functioning of government, Knowledge of budget and cash flow management, Knowledge of project life cycle costing and cash flow management, Knowledge of infrastructure investment planning, Knowledge of relevant policies (municipal grant, infrastructure development and public service), Knowledge of supply chain management, Knowledge of labour intensive construction methodologies, Financial management skills, Decision making and team leadership skills, Conflict management, problem solving and analysis skills, Planning, presentation and leadership skills, Project management skills, Analytical and problem solving skills, Information management and reporting skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's license.

DUTIES : The successful candidate will be required to manage and co-ordinate municipal infrastructure development with the following key responsibilities:-, Manage and facilitate municipal infrastructure development programmes and project management, Administer sustainable service delivery, Manage infrastructure finance, Manage the development and implementation of policies, Manage the resources of the Directorate.

ENQUIRIES : Ms A Dipa at Tel No: (033) 355 6188

POST 16/70 : **DIRECTOR: SECTOR CO-ORDINATION AND PLANNING REF NO: 3/2020 (MID)**
Chief Directorate: Municipal Infrastructure
Directorate: Sector Co-Ordination And Planning

SALARY : R1 057 326 - R1 245 495 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Infrastructure Development or the built environment coupled with 5 years' experience at a middle/ senior management level in an infrastructure environment. Furthermore the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of service delivery & indigents policy, Knowledge of structure & functioning of departments & government, Knowledge of water and sanitation, Knowledge of energy sector, Knowledge of relevant legislation & policies, Awareness and understanding of service delivery environment, Financial management skills, Project management skills, Analytical and problem solving skills, Information management and reporting skills, Planning, presentation and leadership skills, Decision making and team leadership skills, Innovation skills, Strategic planning skills, Research skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's license.

DUTIES : The successful candidate will be required to foster sector alignment, infrastructure planning and delivery with the following key responsibilities:-

Manage and co-ordinate water services planning support on behalf of the Department, Manage energy services planning support, Research, develop and implement water and energy strategies, new and alternative technology, Manage the reporting on water and energy services, Manage the resources of the Directorate.

ENQUIRIES : Ms A Dipa at Tel No: (033) 355 6188

OTHER POSTS

POST 16/71 : **PROJECT MANAGER: PROJECT MANAGEMENT REFNO: 4/2020 (MID) (X3 POSTS)**

Chief Directorate: Municipal Infrastructure
Directorate: Infrastructure Development

SALARY : R869 007 - R1 023 645 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in built environment disciplines of Engineering or Project Management, coupled with 3 years' junior management experience in the build environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge and understanding of the structure and functioning of government, Project life cycle costing and cash flow management, Knowledge of relevant (municipal grant and infrastructure development) policies, Knowledge of supply chain management, Knowledge of labour intensive construction methodologies, Financial management skills, Analytical and problem solving skills, Information management and reporting skills, Planning, presentation and leadership skills, Innovation skills, Strategic planning skills, Research skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's license.

DUTIES : The successful candidate will be required to manage infrastructure development programmes and projects with the following key responsibilities:- Manage implementation and co-ordination of municipal infrastructure development programmes, Support municipal project management, Infrastructure project business planning, Monitoring and evaluation of infrastructure development projects, Support financial management of infrastructure development programmes, Support reporting on infrastructure development programmes, Manage district capacity building programmes, Manage the resources of the component.

ENQUIRIES : Ms A Dipa Tel No: (033) 355 6188

POST 16/72 : **DEPUTY DIRECTOR: STRATEGIC RELATIONS (TRAD AFFAIRS) REF NO: 3/2020 (OHOD)**

Directorate: Office Of The Head Of Department

SALARY : R869 007 - R1 023 645 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Public Management/ Public Administration/ Business Management or a related qualification coupled with 3 years junior management experience in the administration environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of relevant legislation, Knowledge of research and development of legislation, Knowledge of legal framework of traditional institutions, Good report writing and awareness and understanding of the traditional institutions environment, Knowledge of conflict resolution, policy analysis and project management, Good report writing and secretariat skills to provide service to Exco and Manco meetings, Good communication skills (verbal & written), Good planning, conflict resolution and team development skills, Decision making, problem solving and time management skills, Good financial management skills, Computer literacy in MS Office, A valid code 8 drivers licence.

DUTIES : The successful candidate will be required to co-ordinate all functions of the traditional affairs branch with the following key responsibilities:- Provide strategic support and linkage between the traditional affairs branch and the Office of the

HOD, Facilitate reporting framework for all Directorates and Sub-Directorates in the Traditional Affairs Branch, Facilitate strategic alliances between the Traditional Affairs Branch and all relevant strategic partners within and outside of government, Co-ordinate outputs and outcomes of the Traditional Affairs Branch and other programmes within the Province and National level, Manage strategic meetings between the Office of the HOD and the Traditional Affairs Branch, Represent the office of the HOD in Branch strategic activities, Facilitate strategic partnerships between the Department and private sector partners, Represent the Office of the HOD in strategic forums, Seek new partnerships, Manage good communication between the Department and private partners, Provide assistance to the Branch in interactions with external stakeholders and partners, Manage follow up matters between the local government branch and all key stakeholders, Manage all correspondence relating to Traditional Institutions, to and from Cabinet, Municipal Manager's forum, Cabinet clusters, MinMec, PCC, inter-sphere and inter-departmental, Facilitate responses to and from various stakeholders, Ensure positive communication of the successes of the Branch, Facilitate the flow of information to the Branch from all stakeholders and partners via the HOD's Office, Follow up on matters emanating from traditional institutions and service providers impacting on the Department, Ensure quarterly reporting by the Traditional Affairs Branch, Monitor the performance of the Traditional Affairs Branch, Attend and provide support to the Branch MANCO, Provide assistance to the Branch in interactions with external stakeholders and partners.

- ENQUIRIES** : Mr T Tubane at Tel No: (033) 3952035
- POST 16/73** : **DEPUTY DIRECTOR: PROVINCIAL HOUSE REF NO: 3/2020 (TRA)**
Chief Directorate: Traditional Resource Administration
Directorate: Provincial House Secretariat Support
- SALARY** : R869 007- R1 023 645 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE REQUIREMENTS** : Pietermaritzburg
The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Public Management/ Public Administration/ Business Administration or related qualification coupled with 3 years junior management experience in the traditional institutional environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of financial management, Knowledge of relevant legislation and policies, Knowledge of programme management, Knowledge of integrated approach to service delivery, Understanding of Traditional institutional Governance, Knowledge of financial management prescripts that guide Traditional Councils, Knowledge of prescripts that guide Public sector, Planning and analytical skills, Team development and decision making skills, Presentation and leadership skills, Community development and networking skills, Organising and controlling skills, Research skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's licence.
- DUTIES** : The successful candidate will be required to manage the provision of administrative and financial support to the Provincial House with the following key responsibilities:- Manage the overall functioning of the Provincial House, including all resources, Manage the provision of logistical, transport and auxiliary support services to the Provincial House, Assist in advising Municipalities on customary law, customs, traditional leadership and traditional communities within the District Municipalities, Assist in advising the District Municipalities on the development of planning frameworks and by-laws that will impact on traditional communities, Provide support to Traditional Councils, Ensure effective and efficient management of resources.
- ENQUIRIES** : Ms P Mtshali at Tel No: (033) 8975601/ 033 8975687
- POST 16/74** : **DEPUTY DIRECTOR: PROSECUTIONS REF NO: 2/2020 (MAG)**
Chief Directorate: Municipal Administration & Governance
Directorate: Municipal Investigations
- SALARY** : R733 257 - R863 748 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Pietermaritzburg

- REQUIREMENTS** : The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualification as recognized by SAQA in Law or Policing coupled with 3 years' junior management experience in prosecution of criminal and civil cases as well as National Security Clearance. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Extensive knowledge and understanding of the Criminal Procedure Act, Prevention of Organised Crime Act, Public Service Act, Law of Evidence, the Municipal Finance Management Act and Local Government Legislation, Interpretation and application of legislation and policy skills, Decision making and problem solving skills, Skills in giving evidence in criminal, civil proceedings or litigation and disciplinary enquiries as well as commissions of enquiry, Communication skills (both written and verbal), Computer literacy in MS Office, A valid code 8 driver's license.
- DUTIES** : The successful candidate will be required to ensure implementation of forensic investigation recommendations within municipalities with the following key responsibilities: Facilitate and coordinate criminal prosecutions, Facilitate and coordinate civil recovery processes, Facilitate and coordinate disciplinary matters, Liaise with SAPS, National Prosecuting Authority and other law enforcement agencies, Analyse trends and develop policies and guidelines.
- ENQUIRIES** : Ms S Govender at Tel No: (033) 355 6234
- POST 16/75** : **ENGINEER: WATER REF NO: 5/2020 (MID) (X2 POSTS)**
Chief Directorate: Municipal Infrastructure
Directorate: Infrastructure Development
- SALARY CENTRE REQUIREMENTS** : R718 059 – R1 090 458 per annum (OSD)
: Pietermaritzburg
: The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Engineering or a related qualification coupled with 3 years post qualification engineering experience and a valid code 8 drivers licence. Registration with ECSA as Professional Engineer is a prerequisite. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge and understanding of policy analysis, Knowledge of legislation (MPRA, MFMA, Municipal Systems Act), Knowledge of engineering design and analysis, Knowledge of research and development, Knowledge of computer-aided engineering applications, Knowledge of legal compliance, Knowledge of technical report writing, Knowledge of creating a high performance culture, Good professional judgement, Decision making and team leadership skills, Conflict management, problem solving and analysis skills, Planning, organising and presentation skills, Innovation, analytical and creativity skills, Self management and financial management skills, Customer focus and responsiveness skills, People and change management skills, Programme and project management skills, Information management and reporting skills, Good communication skills (verbal & written), Computer literacy in MS Office.
- DUTIES** : The successful candidate will be required to perform all aspects of varied innovative and complex engineering and facilitate municipal infrastructure development programmes and projects with the following key responsibilities:- Design new systems to solve practical engineering challenges, improve efficiency and enhance safety, Conduct research and development, Perform office administration and budget planning, Manage the effective utilization of resources.
- ENQUIRIES** : Ms A Dipa at Tel No: (033) 355 6188
- POST 16/76** : **ENGINEER: MECHANICAL /CIVIL REF NO: 6/2020 (MID) (X2 POSTS)**
Chief Directorate: Municipal Infrastructure
Directorate: Infrastructure Development
- SALARY CENTRE REQUIREMENTS** : R718 059 – R1 090 458 per annum (OSD)
: Pietermaritzburg
: The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Engineering or a related qualification coupled with 3 years post qualification engineering experience and a valid code 8 drivers licence. Registration with ECSA as Professional Engineer is a prerequisite. Essential Knowledge, Skills and Competencies Required: The successful candidate must have:- Sound knowledge and understanding of policy analysis, Knowledge of legislation (MPRA, MFMA, Municipal Systems Act), Knowledge of engineering design and analysis, Knowledge of research and

development, Knowledge of computer-aided engineering applications, Knowledge of legal compliance, Knowledge of technical report writing, Knowledge of creating a high performance culture, Good professional judgement, Decision making and team leadership skills, Conflict management, problem solving and analysis skills, Planning, organising and presentation skills, Innovation, analytical and creativity skills, Self management and financial management skills, Customer focus and responsiveness skills, People and change management skills, Programme and project management skills, Information management and reporting skills, Good communication skills (verbal & written), Computer literacy in MS Office.

DUTIES : The successful candidate will be required to perform all aspects of varied innovative and complex engineering and facilitate sustainable service delivery with the following key responsibilities:- Design new systems to solve practical engineering challenges and improve efficiency and enhance safety, Conduct research and development, Perform office administration and budget planning, Manage the effective utilization of resources.

ENQUIRIES : Ms A Dipa at Tel No: (033) 355 6188

POST 16/77 : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: 2/2019 (LS) (X2 POSTS)**
Directorate: Legal Services

SALARY : R473 820 – R1 140 828 per annum (MR6)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a Bachelor's Degree or NQF level 7 qualification as recognised by SAQA in Law coupled with 8 years' appropriate post qualification legal experience in the criminal and civil courts, law of evidence, legislative drafting and knowledge of labour law. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge of English Language and legal terminology, Wide knowledge of legal subjects and fields, for example the law of contracts and delict, Knowledge of Resolution 1 of 2003, Knowledge of internet research ability, Knowledge of legislative drafting, Analytical ability to grasp context of problem skills, Ability to observe human behaviour to discern between truthfulness and lies, Drafting, training and presentation skills, Interpretation of statutes skills, Management skills, Good communication skills (verbal, written & negotiating), Computer literacy in MS Office with the ability to conduct research, A valid code 8 driver's licence.

DUTIES : The successful candidate will be required to render legal support services to the Department with emphasis on Traditional Affairs matters, with the following key responsibilities:- Render legal advisory services, Render legal drafting services, Render dispute resolution services, Render legal administrative services.

ENQUIRIES : Mr S Zondi at Tel No: (033) 395 2942

POST 16/78 : **ASSISTANT DIRECTOR: BATHO PELE REF NO: 1/2020 (MESP)**
Business Unit: Monitoring Evaluation and Strategic Planning
Directorate: Strategic Planning And Service Delivery

SALARY : R376 396 - R454 920 per annum

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Public Management/ Business Administration/ Human Resource Management or a related qualification coupled with 2 -3 years supervisory experience in the service delivery environment. Essential knowledge, skills and competencies required: The successful candidate must have: Knowledge of policy development and analysis, Knowledge of Batho Pele principles and project management, Knowledge of co-ordination, monitoring and evaluation mechanisms, systems and processes, Knowledge of contents of SDIPs, Good planning, facilitation and project management skills, Negotiation skills, problem solving and consultation skills, Effective organisational skills with strong leadership and management skills, Ability to communicate ideas and issues to a variety of audiences in a tactful, influential manner, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 drivers licence.

DUTIES : The successful candidate will be required to facilitate and monitor the implementation of Batho Pele/service delivery improvement initiatives with the following key responsibilities:- Facilitate and coordinate the implementation of

the Service Delivery Improvement Plans (Branch and lower), Promote awareness of the Batho Pele Principles and service standards, Participate in the Batho Pele Co-ordination Forums, Facilitate the implementation and maintenance of the Departmental and Premier's Service Excellence Awards, Facilitate the compilation and maintenance of Service Delivery Charters for business units.

ENQUIRIES : Ms N Mshengu at Tel No: (033) 3952644

POST 16/79 : **PROJECT OFFICER: PROJECT IMPLEMENTATION REF NO: 1/2020 (MLEDS)**
Chief Directorate: Municipal Local Economic Development Support
Directorate: Project Implementation and Institutional Support

SALARY : R316 791 – R373 167 per annum
CENTRE : Durban

REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Project Management/ Public Management/ Development Studies or related field coupled with 3 years' experience in the project management or local economic development environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of policy development, research and analysis, Knowledge of local government legislation, Knowledge of interpretation of relevant and related legislation, Awareness and understanding of local development programmes, Knowledge of research and analysis of data, Knowledge of monitoring and evaluation processes and systems, Knowledge of PFMA, MFMA, PSR and PSA, Project planning skills, Organizational skills including ability to prioritize work and handle multiple tasks simultaneously, Ability to conduct research, Good oral and written communication skills, Reasoning and problem solving skills as well as analytical skills, Good report writing skills, Problem solving and presentation skills, Ability to self-motivate, Time management skills to meet deadlines, People management skills, Relationship Management skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's licence.

DUTIES : The successful candidate will be required to provide support in the implementation of LED projects/ programmes with the following key responsibilities:- Provide support to municipalities with the development, refinement, implementation and monitoring of Municipal LED policies and implementation plans, Provide support with the implementation of interventions at municipal level for the region in line with Provincial Programs and Objectives (e.g. Red Tape Reduction, RASET, Operation Phakisa), Assess implementation progress in municipalities, Provide administrative support services.

ENQUIRIES : Ms N Buthelezi at Tel No: (033) 8975891

POST 16/80 : **PROJECT OFFICER: LED INSTITUTIONAL DEVELOPMENT REF NO: 2/2020 (MLEDS) (X4 POSTS)**
Chief Directorate: Municipal Local Economic Development Support
Directorate: Project Implementation and Institutional Support

SALARY : R316 791 – R373 167 per annum
CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as minimum as recognised by SAQA in Town Planning /Development Planning/Development Studies/Tourism/Agriculture/Project Management or related field coupled with minimum of 2 years' experience in the urban/rural development and project management with administrative and research experience. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of policy preparation, research and analysis, Knowledge of local government legislation, Knowledge of Organizational skills including ability to prioritize work and handle multiple tasks simultaneously, Ability to conduct research, Good report writing skills, Problem solving and presentation skills, Self-motivated and driven skills, Skills of meeting deadlines, People management skills, Relationship Management skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 driver's license.

DUTIES : The successful candidate will be required to render planning, monitoring, administrative support and research functions to LED Institutions Development activities of the Directorate with the following key responsibilities:- Monitor the

implementation of LED Framework in municipalities taking into account priority sectors of the Province (e.g. Agriculture, Tourism, Manufacturing, etc.) as well as potential for public private sector partnerships, Provide support in the roll out of LED support programmes in DDAs and municipalities, Assess programme implementation progress in DDAs/ Municipalities, Render administrative functions and support to the Deputy Director and the Directorate.

ENQUIRIES : Ms N Buthelezi at Tel No: (033) 8975891

POST 16/81 : **PROJECT OFFICER (CSC) REF NO: 3/2020 (MLEDS)**
Chief Directorate: Municipal Local Economic Development Support
Directorate: Community Service Centres

SALARY : R316 791 – R373 167 per annum
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Project Management/ Public Management / Built Environment or related field coupled with 3 years' experience in project management/ community development/infrastructure. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of business planning, Knowledge of monitoring & evaluation systems, Knowledge of CSC programmes and electronic filing, Knowledge of project management, Knowledge of interpretation of relevant and related legislation, Knowledge of research and analysis of data, Knowledge of PFMA, PSR and PSA, Analytical & innovative thinking skills, Research & facilitation skills, Strategy development skills, Report writing and presentation skills, People management skills, Relationship Management and decision making skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's license.

DUTIES : The successful candidate will be required to provide technical support on community service centres infrastructure development with the following key responsibilities:- Facilitate improved community access to government centres, Facilitate the rehabilitation and maintenance of community service centres, Facilitate the operation of community service centres, Monitor and evaluate performance of Programme implementation, Manage project administration system, Apprise Project Managers on Programme progress.

ENQUIRIES : Mr D Badul at Tel No: (033) 3556480

POST 16/82 : **CHIEF ACCOUNTING CLERK REF NO: 1/2019 (SCM)**
Chief Directorate: Finance
Directorate: Financial Accounting

SALARY : R257 508 – R303 339 per annum
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 qualification as a minimum as recognised by SAQA in Asset Management or Supply Chain Management coupled with 1 years' experience in a Supply Chain Management Environment or a Senior Certificate coupled with 3 years' experience in a Supply Chain Management Environment Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Sound knowledge of procurement and payments systems, policies and procedures, Sound knowledge of PFMA and Treasury Regulations, SCM and other prescripts, Functional knowledge of BAS, Good planning, decision making and problem solving skills, Ability to develop the unit into a team, Numeracy skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 drivers license.

DUTIES : The successful candidate will be required to provide credit management services with the following key responsibilities:, Verify documents for payment, Administer the processing of payments, Administer creditors control registers, Facilitate the financial reconciliation and reporting thereof, Exercise control of staff.

ENQUIRIES : Ms Y Joyi at Tel No: (033) 355 3085

DEPARTMENT OF HEALTH

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

OTHER POSTS

- POST 16/83** : **HEAD: CLINICAL UNIT (ANAESTHESIA) GRADE 1 REF NO: HCUANESTH/1/2020**
- SALARY** : R1 728 807 per annum (An all-inclusive flexible remuneration package) is payable to the successful candidate who will be required to enter into a permanent employment contract, as well as complete a Performance' Agreement with the Manager of the post. The incumbent must be prepared to do commuted overtime.
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: Tertiary Qualification equivalent to MBChB. Registration with HPCSA as Medical Specialist in Anaesthesia plus current registration with the HPCSA as a Medical Specialist - Anaesthesia. Five years post registration experience as a Medical Specialist – Anaesthesia. Evidence of administrative and management experience in academic and clinical roles in an anaesthetic department. Knowledge, Skills, Training and Competence Required: An in-depth knowledge of the functioning of the Anaesthesia Department. The applicant will be expected to manage anaesthesia in a wide range of areas including areas of their special interest, as well as areas of need. Ability to perform appropriate specialised procedures, such as ultrasound guided regional blocks and vascular access, fiberoptic intubations, and front of neck access for airways management. Preoperative assessment, intra-operative management and postoperative care of patients undergoing anaesthesia. Proven academic capabilities and training experience Sound knowledge of management and human resources. Sound knowledge of current health and Public Service legislation and policy. Ability to work within a team, to supervise teams and junior staff, and be supervised. Stress tolerance. Ability to adapt and to respond timeously to changing work environments. Self-confidence. Capacity to build and maintain relationships Good communication skills. Leadership and decision making skills. Knowledge of conflict resolution and disciplinary procedures. To be a professional and promote professionalism in the field of anaesthesia
- DUTIES** : Assist the acting Head of Anaesthesia with the overall administration and management of the anaesthetics department, conducting of clinics, operating theatre lists and consultations with other disciplines. Drawing up of protocols and guidelines for perioperative patient management. Performance of procedures relevant to anaesthesia. Supervision and/or participation in post and undergraduate training. Participation in the academic programs of the department of Anaesthesia. Conducting and supervising relevant local research including regular audits and quality improvement projects, and participation in national and international collaborative trials. Liaising with the hospital management and other agencies to ensure the efficient provision of clinical Anaesthesia services at IALCH. Providing consultative/support services to peripheral institutions as part of the department's outreach program.
- ENQUIRIES APPLICATIONS** : Dr S Bechan Tel No: (031) 240 1798/ 1804/1762
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, matric certificate, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual

Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.

- CLOSING DATE** : 10 July 2020
- POST 16/84** : **HEAD CLINICAL UNIT (UROLOGY) GRADE 1 REF NO: MAD 07/2020 (X1 POST)**
- SALARY** : Grade 1: R1 728 807 – R1 834 890 per annum. The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.
- CENTRE REQUIREMENTS** : Madadeni Provincial Hospital
: MBCHB degree or equivalent qualification PLUS FC (Urology) and MMed Urology, Registration certificate with HPCSA as a Medical Specialist (Urology), Current registration with HPCSA as a Medical Specialist (2020 Receipt), A minimum of 3 years' experience after registration with HPCSA as a Medical Specialist (Urology), Proof of current and previous work experience endorsed by HR (Certificate of service). Knowledge, Skills and Competencies required: - Knowledge of appropriate specialist procedures and protocols within the field of expertise, Knowledge of legislative prescripts governing the public service, Human Resource management, financial management and general administrative skills, control of budget, monitoring expenditure and project management. Computer literacy in MS Outlook, Excel, Word and PowerPoint. Report writing, Presentation and teaching skills. Strategic capability and leadership skills. Problem solving, Project management and change management. Concern for Excellency, courtesy and interpersonal skills. Awareness of cross-cultural differences.
- DUTIES** : Render efficient and cost effective Urology clinical services to patients managed by Madadeni Hospital and its drainage sites. Support all other disciplines to render quality Intensive Care Unit clinical services. Deliver effective and efficient administration of the Urology department. Plan and partake in the training of staff including Nurses, Clinical Support relevant clinical research and clinical trials. Provide clinical leadership, guidance and expertise in management of urology theatre cases. Conduct out –patient specialist clinics and in-patient consultation services and provide expert opinion where required. Provide vision, strategic direction and inspire employees to deliver excellent quality health services. Manage the performance of allocated human resources. Ensure that working environment complies with Health and Safety Act, Staff adheres to the safety precautions and that staff is maintained to attain optimal productivity. Formulate and manage protocols in accordance with Department of Health policies that will have a positive impact on staff and ensure that staff is aware and adhere to protocols. Compile medium and long term expenditure framework and implement fiscal control measures on an on-going basis. Provide measures and guidance on quality assurance to comply with set quality standards as laid out in the legislated norms and standards, including clinical protocols, clinical audits, patient safety incidents, mortality and morbidity reports. Generate reports, plan, presentations, and perform other administrative duties attached to this position. Improve management of referrals. Maintain clinical, Professional and ethical standards.
- ENQUIRIES APPLICATIONS** : Dr H.A Hlela Tel No: (034) 328 8007
: All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940.
- FOR ATTENTION NOTE** : The Recruitment Officer
: 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.

- CLOSING DATE** : 17 July 2020
- POST 16/85** : **MEDICAL SPECIALIST NEUROLOGY REF NO:**
MEDSPECNEUROLOGY/1/2020 (X1 POST)
Department: Neurology Dept.
- SALARY** : Grade1: R1 106 040 per annum (all-inclusive salary package) excluding Commuted Overtime.
Grade 2: R1 264 623 per annum (all-inclusive salary package) excluding commuted overtime
Grade 3: R1 467 651 per annum (all-inclusive salary package) excluding commuted overtime
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: Current registration as a Specialist in Neurology with the Health Professions Council of South Africa. Must be in possession of an FCN (Neurology) qualification. Academic Experience Required – **Grade 1:** The applicant will have completed his/her training, obtained the specialist examination and be registered with the Health Professions Council of South Africa as Medical Specialist. Experience: Not applicable. **Grade 2:** Five (5) years appropriate experience as a Medical Specialist after Registration with HPCSA as a Medical Specialist in a normal speciality (Neurology). **Grade 3:** Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a normal speciality (Neurology). Curriculum Vitae stating teaching and research experience as well as listing publications must be provided.
- DUTIES** : The duties will include the care of both inpatients and outpatients, training registrars, training undergraduates and postgraduate students (bedside teaching and formal lectures), on-call duty providing expert opinion when required, maintaining necessary discipline over staff under one's control and conducting, assisting and stimulating research. The incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided. Duties also include participating in the Outreach Programme which will require travel to other hospitals in the province. Administrative duties will include participation in the day-to-day running of the ward, outpatient clinics, neurophysiology laboratory, registrar guidance in preparation of case presentation and liaison with other departments in work-related matters. The successful candidate will be expected to develop a special interest. Attendance and participation in the academic programme of the department is a requirement. Participate in overtime services as required by the Department.
- ENQUIRIES APPLICATIONS** : Prof Bhigjee at Tel No: (031) 240 2359
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, matric certificate, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note

that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There will be no payment of S&T Claims.

- CLOSING DATE** : 10 July 2020
- POST 16/86** : **MEDICAL SPECIALIST – RADIOLOGY REF NO: MEDSPECRAD/1/2020 (X1 POST)**
Department: Radiology
- SALARY** : Grade1: R1 106 040 per annum (all-inclusive salary package) excluding Commuted Overtime.
Grade 2: R1 264 623 per annum (all-inclusive salary package) excluding commuted overtime.
Grade 3: R1 467 651 per annum (all-inclusive salary package) excluding commuted overtime.
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
Specialist qualification in Diagnostic Radiology. Current registration with the Health Professions Council of South Africa as a Specialist Radiologist. **Grade 1** Grade I requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist in a normal Speciality (Radiology). Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. **Grade 2:** Five (5) years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal Speciality (Radiology). **Grade 3:** Ten (10) years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal Speciality (Radiology). Eighteen months post registration experience as a Specialist Radiologist will be an advantage. Knowledge, Skills, Training and Competencies: Sound knowledge and experience in Diagnostic Radiologist.-Mammography Experience Necessary. Ability to teach and supervise junior staff. Middle management skills. Research principles. Good administrative, leadership, decision making and communication skills. Computer Literacy. The incumbent must be prepared to do commuted overtime.
- DUTIES** : Provide specialist radiology including mammography service to all departments at Inkosi Albert Luthuli Central Hospital. Maintain clinical, professional and ethical standards related to these services. To perform, interpret and report radiological procedures and studies. Provide after hour care in accordance with the commuted overtime contract. Training and supervision of medical officers and registrars in radiology working in the department. Provide expert opinion where required and consult with specialists on radiological procedures. Participate in the Quality Improvement Programmes of the Department. Conduct, Participate and assist in research.
- ENQUIRIES APPLICATIONS** : Dr K Amod Tel No: 031) 240 1960
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, matric certificate, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual

Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims.

- CLOSING DATE** : 10 July 2020
- POST 16/87** : **MEDICAL SPECIALIST REF NO: MEDSPECPLAST/1/2020 (X1 POST)**
Department: Plastics and Reconstructive Surgery
- SALARY** : Grade1: R1 106 040 per annum (all-inclusive salary package) excluding Commuted Overtime.
Grade 2: R1 264 623 per annum (all-inclusive salary package) excluding commuted overtime
Grade 3: R1 467 651 per annum (all-inclusive salary package) excluding commuted overtime)
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: Applicants must be registered as a Specialist Plastic & Reconstructive Surgeon with the Health Professions Council of South Africa with prior surgical experience **Grade 1:** No experience required. **Grade 2** Five (5) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Plastic & Reconstructive Surgeon). **Grade 3:** Ten (10) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Plastic & Reconstructive Surgeon). Knowledge, Skills, Training and Competencies: The following will serve as an advantage: Clinical knowledge and experience of treating plastic surgery patients. Knowledge of current health and public service legislation, regulations and policy. Good communication, decision making and clinical skills. In addition, you should have one of the following Advanced Trauma Life Support (ATLS) Advanced Cardiac Life Support (ACLS) Advanced Paediatric Life Support (APLS).
- DUTIES** : The appointee will be required to perform plastic & reconstructive surgery operations expected of a junior specialist, attend to administration matters, outpatient duty and "on call duties when he/she will field urgent referrals and be required to take the appropriate action regarding these. He/she would also do ward rounds and teaching of undergraduate and postgraduate Medical Students.
- ENQUIRIES APPLICATIONS** : Prof A Madaree Tel No: (031) 2401171
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, matric certificate, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 10 July 2020
- POST 16/88** : **MEDICAL SPECIALIST REF NO: MEDSPECOPHTHALM/1/2020 (X2 POSTS)**
Department: Ophthalmology
- SALARY** : Grade1: R1 106 040 per annum (all-inclusive salary package) excluding Commuted Overtime.

		Grade 2: R1 264 623 per annum (all-inclusive salary package) excluding Commuted Overtime.
		Grade 3: R1 467 651 per annum (all-inclusive salary package) excluding Commuted Overtime.
<u>CENTRE REQUIREMENTS</u>	:	Inkosi Albert Luthuli Central Hospital
	:	Tertiary Qualification in an appropriate Health Science. Applicants must be currently registered as a Specialist Ophthalmologist with the Health Professions Council of South Africa. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Grade 1: Experience: Not applicable. Grade 2: 5 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a normal speciality (Ophthalmology). Grade 3: Experience: 10 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a normal speciality (Ophthalmology Knowledge Skills, Training and Competencies Required Broad knowledge of working in an Ophthalmology Department. Good communication and supervisory skills. Appropriate specialist procedures and protocol within the field of expertise. Assessment, diagnosis and management of patients within field of expertise. HR management skills. Stress tolerance. Ability to work within a team. Self-confidence. Capacity to build and maintain relationships.
<u>DUTIES</u>	:	Manage designated areas of responsibility of the ophthalmology department. Conduct general ophthalmology clinics and perform ophthalmic surgery. Supervision of post graduate and undergraduate training. Participate in the academic programme & perform research of the Department Ophthalmology, Nelson R Mandela Medical School.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr Linda Visser, Dept of Ophthalmology Tel No: (031)-2604341
	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville 4058.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Certified copies of ID documents, matric certificate, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
<u>CLOSING DATE</u>	:	10 July 2020
<u>POST 16/89</u>	:	<u>ASSISTANT DIRECTOR: PHARMACEUTICAL SERVICES REF NO: PCHC 04/2020</u>
<u>SALARY</u>	:	R897 936 per annum. Benefits: All inclusive package (This package consists of 70% basic salary and 30% flexible portion)
<u>CENTRE REQUIREMENTS</u>	:	KZN Health -Phoenix Community Health Centre
	:	Standard10/Senior certificate/Grade 12 plus Bachelor Degree in Pharmacy, Registration certificate with South African Pharmacy Council(SAPC) as a Pharmacist, Proof of current registration with SAPC as a pharmacist(registration card plus proof of payment of annual fees for 2020/2021 receipt),Minimum of five years(5) experience after registration with SAPC as a Pharmacist, Certificate of service to prove current and previous work experience endorsed by Human Resource, Recommendations: Computer Literacy, Valid Drivers License: Knowledge, Skills, Training, attributes and abilities: Knowledge of public sector pharmacy, as well as

relevant acts, regulations, District Health System, EML, good pharmacy practice, policies and procedures, the national Drug policy, Sound understanding of procurement reforms and the CCMDD program, Sound knowledge of legislation relating to pharmaceutical practice in South Africa, Sound knowledge of the District Health System and National Drug Policy, Good communication, leadership, motivational, decision-making, team building, ethical, operational, professional and supervisory skills, Knowledge of the principles, functioning and operation of a PTC and Anti-microbial stewardship, Knowledge of Human Resource Management, staff training and development and financial management, Commitment to service excellence, together with innovative and analytical thinking based on sound ethical and legal principles, Effective, planning, organizational, managerial and interpersonal skills, Computer literacy,(MS WORD,MS EX CEL,MS POWER POINT and MS Outlook) as well as knowledge and experience in RX Solution.

DUTIES

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

ENQUIRIES APPLICATIONS

: Dr B.C Badripersad Tel No: (031)-538 0806
 : Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe, 4300.

FOR ATTENTION NOTE

: Mr VS Mtshali
 : Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy, Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 03/2019. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply

CLOSING DATE

: 10 July 2020

POST 16/90

: **DEPUTY MANAGER NURSING REF NO: PCHC 03/2020**

SALARY

: R843 618 per annum. Benefits: All inclusive package (This package consists of 70% basic salary and 30% flexible portion)

CENTRE

: KZN Health -Phoenix Community Health Centre

REQUIREMENTS

: Standard10/Senior certificate/Grade 12 plus Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. Certificate of registration with SANC as a Professional Nurse. Current registration with SANC as a Professional Nurse (2020 SANC receipt). Experience: A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at managerial level. Certificate of service stamped by HR and proof of current/previous employers stamped and signed by HR must be attached.

Recommendations: One year post basic qualification in in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Degree or Diploma in Nursing Administration / Management accredited with SANC. Knowledge, Skills, Training, attributes and abilities: Demonstrate in depth knowledge and understanding of health related Acts, nursing statutory regulations and guidelines, and other relevant legal framework i.e. Nursing Act and Regulations, Code of Ethics, Professional Practice of the South African Nursing Council, Mental Health Act, Occupational Health & Safety Act, Patients Right Charter, Batho Pele Principles, Public Service Regulations, Grievance and Disciplinary Procedure. Good communication, report writing and facilitation, leadership, analytical skills, organizational decision making and problem solving skills, interpersonal skills, diplomacy, etc. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care. Including willingness and awareness to respond to patients needs. Good Financial and Human Resource management.

DUTIES

: To provide Leadership and facilitate Strategic Planning, Policy Planning, Develop and implementation. To exercise overall control over Nursing Care, including information and implementation of Nursing Programs, Execution and Evaluation thereof. To execute duties and function with proficiency, in support of aims and strategic objectives of this facility and of the Department of Health. To demonstrate facility's commitment to quality nursing care and ensure compliance with National Core Standards. Facilitate and oversee the development of nursing operational/business plans to give strategic direction by managing and coordinating the activities of the component. To ensure control of the selection recruitment and development Nursing Staff. To ensure control of Disciplinary matters, grievances and Labour issues in the nursing department. Advocate and ensure the promotion of nursing ethos and professionalism. Plan, manage, coordinate, monitor and evaluate service delivery. Facilitate cost control in the utilization of both human and material resources. Advise CHC Manager and Management team on norms and standards of Nursing Practices. Ensure Systems and Processes are in place to support implementation of objectives. Facilitate clinical workshops and meeting to update Nursing Staff. Ensure compliance with relevant legislation legislations including OHS Act. Submit verbal and written reports timeously to the CHC Manager. Coordinate, Facilitate and implement Quality Improvement Initiatives and Good Governance Ensure compliance with statistics collection and adherence to data management principles of the KZN DOH by the nursing component. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs.

ENQUIRIES APPLICATIONS

: Dr B.C Badripesad Tel No: (031) 538 0806
 : Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe 4300

FOR ATTENTION NOTE

: Mr VS Mtshali
 : Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy, Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 03/2019. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply

CLOSING DATE

: 10 July 2020

POST 16/91

: **MEDICAL OFFICER (PSYCHIATRIC) (GRADE 1-3) REF NO: MAD 06/2020 (X2 POSTS)**

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
 The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.

<u>CENTRE</u>	:	Madadeni Provincial Hospital
<u>REQUIREMENTS</u>	:	MBChB degree or equivalent qualification plus, proof of current registration with HPSCA (2020 Receipt). Certificate of current registration with HPCSA as a Medical Practitioner. Proof of current and previous work experience endorsed by HR (Certificate of Service). Experience: Medical Officer Grade 1 : No experience required from South African qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer Grade 2 : Five (5) years' relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Six (6) 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 to perform Community Service, as required in South Africa. Medical Officer Grade 3 : Ten (10) years' relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Eleven (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 to perform Community Service, as required in South Africa. Knowledge, Skills and Competencies required: Sound broad knowledge of general psychiatric principles and practice, knowledge of basic ethical principles, knowledge of Mental Health Care Act No.17 of 2000, Knowledge of National Core Standards, Knowledge of Batho Pele principles.
<u>DUTIES</u>	:	Perform ward rounds in Mental Health Care wards, Participate in overtime activities of the department, Participate actively in departmental teaching meetings and hospital CPD meetings, Supervise interns and junior colleagues, Assist with collection of clinical data and participate in clinical audits and morbidity and mortality meetings, Participate in research, Knowledge to provide care and rehabilitation in relation to the relevant section of MHCA in the general psychiatric, forensic and prisoners with mental illness. Use of bio-psychosocial knowledge and skills in assessment, care and treatment of MHCU.
<u>ENQUIRIES</u>	:	Dr. V.N Khanyile Tel No: (034) 328 8000
<u>APPLICATIONS</u>	:	All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940.
<u>FOR ATTENTION</u>	:	The Recruitment Officer
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	17 July 2020
<u>POST 16/92</u>	:	<u>MEDICAL OFFICER (ORTHOPAEDICS) (GRADE 1-3) REF NO: MAD 05/2020 (X3 POSTS)</u>
<u>SALARY</u>	:	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

The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.

**CENTRE
REQUIREMENTS**

: Madadeni Provincial Hospital
: MBChB degree or equivalent qualification plus, proof of current registration with HPSCA (2020 Receipt). Certificate of current registration with HPCSA as a Medical Practitioner. Proof of current and previous work experience endorsed by HR (Certificate of Service). Experience: Medical Officer **Grade 1:** No experience required from South African qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 2:** Five (5) years' relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Six (6) 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 to perform Community Service, as required in South Africa. Medical Officer **Grade 3:** Ten (10) years' relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Eleven (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 to perform Community Service, as required in South Africa. Knowledge, Skills and Competencies required: Sound knowledge of clinical and patient management skills, human resource management, information management and quality assurance programs. Current health and public service legislation, regulation and medical ethics, Good communication skills.

DUTIE

: Clinical/and administrative duties/ responsibilities for the respective sections. Implement quality standards and practices and treatment protocol to ensure correct and effective Management of patients. Examination, Diagnosis and Treatment of patients in Orthopaedic clinic and wards. To identify health care needs and communicate these to seniors for development of policies, methods and procedures. Facilitation of staff training and on-going medical education, after hour's participation in call rosters. Active involvement in the pre-operative assessment of patients, assist senior doctors during operations, Active participation in handling of minor orthopaedic procedures.

**ENQUIRIES
APPLICATIONS**

: Dr. SPB Khetsi Tel No: (034) 328 8000
: All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940.

**FOR ATTENTION
NOTE**

: The Recruitment Officer
: 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.

CLOSING DATE

: 17 July 2020

POST 16/93 : **MEDICAL OFFICER (ACCIDENT & EMERGENCY DEPARTMENT INCORPORATING THE THUTHUZELA CARE CENTRE) (GRADE 1-3) REF NO: MAD 08/2020 (X1 POST)**

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
The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.

CENTRE REQUIREMENTS : Madadeni Provincial Hospital
: MBChB degree or equivalent qualification plus, proof of current registration with HPSCA (2020 Receipt). Certificate of current registration with HPCSA as a Medical Practitioner. Proof of current and previous work experience endorsed by HR (Certificate of Service). Experience: Medical Officer **Grade 1**: No experience required from South African qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 2**: Five (5) years' relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Six (6) 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 to perform Community Service, as required in South Africa. Medical Officer **Grade 3**: Ten (10) years' relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Eleven (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 to perform Community Service, as required in South Africa. Knowledge, Skills and Competencies required: Sound clinical skills and knowledge in General Medicine especially Emergency Medicine/ Management of gender-based violence and sexual assault, Sound knowledge of legal framework surrounding GBV and sexual assault/ Forensic investigation and documentation of such cases. Candidates are advised to have a working knowledge on the integrated training manuals regarding GBV and sexual assault. Basic of emergency medicine, Good interpersonal skills, Sound Assessment, Diagnostic and Management skills, Knowledge and skills care.

DUTIES : Clinical/and administrative duties/ responsibilities for the respective sections. Implement quality standards and practice and treatment protocol to ensure correct and effective management of patients. Examination, Diagnosis and Treatment of patients in Thuthuzela Care Centre, and the emergency department as per workload demands. Perform medico-legal/forensic examinations on victims of gender- based violence and assault. Application of general medical principles of care to patients and relatives. Facilitation of staff training and on-going Medical Education. Ability to work with people outside of the medical sphere, such as police, NPA and NGO's involved in the holistic care of this subset of patients. After hours participation in call roster.

ENQUIRIES APPLICATIONS : Dr. Y Mahomed Tel No: (034) 328 8000
: All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940.

FOR ATTENTION NOTE : The Recruitment Officer
: 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.

- CLOSING DATE** : 17 July 2020
- POST 16/94** : **MEDICAL OFFICER GRADE 1/2/3 REF NO: HRM 23/2020 (X1 POST)**
Directorate: Dept. of Paediatrics
- SALARY** : Grade 1: R821 205 – R884 670 per annum (All inclusive salary package)
Grade 2: R938 964 – R1 026 693 per annum (All-inclusive package)
Grade 3: R1 089 693 – R1 362 366 per annum (all inclusive package)
- CENTRE REQUIREMENTS** : King Edward VIII Hospital (KEH)
: MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2020/2021). **Grade 1:** None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner. **Grade 2:** 5 years to less than 10 years' experience after registration with the HPCSA as an Independent Medical Practitioner. **Grade 3:** 10 years or more after registration with the HPCSA as a Medical Practitioner. Recommendation: Computer Literacy Knowledge, Skills, Training And Competencies Required: Proven clinical care for Pediatrics and neonatology and after hours care, Undertake procedures as well as supervising and assisting medical officers and interns, To train and guide fellow Medical officers, Interns and Students, Assist with the maintenance of the standards of care and implementation of the Quality Improvement Program through clinical audits, clinical case presentations and attend clinical meeting, Ability to ensure that the national and provincial protocols are adhered to.
- DUTIES** : Diagnose and initiate management of Pediatric patients and neonates, Provide care for inpatients and outpatients in the Pediatrics, Diagnostic and therapeutic procedures, Supervise junior medical staff and assist in administrative tasks, Participate in representative meetings with the relevant unit, Participate in academic training programs aligned to the Department of Pediatrics and Child Health, University of Kwa Zulu Natal, Perform after-hours service with overtime duties, Be aware of the District referral system.
- ENQUIRIES APPLICATIONS** : Dr. S. Ramji Tel No: (031) 360 3854
: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying) Please note that due to financial constraints, there will be no payment of S&T Claims.
- CLOSING DATE** : 10 July 2020

<u>POST 16/95</u>	:	<u>MEDICAL OFFICER REF NO: MO GERIATICS/1/2020 (X1 POST)</u> Department: Geriatrics
<u>SALARY</u>	:	Grade 1: R821 205 per annum (All Inclusive Salary Package) excluding Commuted Overtime. Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding Commuted Overtime. Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding Commuted Overtime.
<u>CENTRE REQUIREMENTS</u>	:	Inkosi Albert Luthuli Central Hospital and DFR MBCHB Degree Registration with the Health Professions Council of South Africa as Medical Practitioner. Current registration as Medical Practitioner with HPCSA. Completion of Community Service. Experience: Grade 1: No Experience required from South African qualified employees. Must be registered as an independent medical practitioner with the HPCSA. One year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: 5 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: 10 year's appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge Skills And Experience Required: Sound clinical knowledge in Internal medicine with ability to manage medical emergencies. Knowledge of ethical medical practice, including the assessment of competence, advanced directives and elder abuse. Ability to assess, diagnose and manage older in-patients and out-patients in geriatric medicine with a special emphasis on the assessment of cognitive and physical function, management of chronic non-communicable diseases, multimorbidity and prevention and rehabilitation.
<u>DUTIES</u>	:	Examination, diagnosis and management of patients and discharge planning. Performance of commuted overtime. Facilitation of staff and undergraduate training and on-going medical education. Participation in quality improvement imperatives (morbidity and mortality meetings, clinical audits). Performance of research. Contribution to the Department's academic program. Be part of a multi-disciplinary team. Participate in outreach programs.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof B Cassim Tel No: (031) 2604246/4537 All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville 4058.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Certified copies of ID documents, matric certificate, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
<u>CLOSING DATE</u>	:	10 July 2020

<u>POST 16/96</u>	:	<u>ASSISTANT MANAGER NURSING (CRITICAL CARE, TRAUMA, RENAL UNIT AND BURNS REF NO: NGWE 23/2020)</u>
<u>SALARY</u>	:	R614 991 – R633 432 per annum. 8% Rural Allowance, 13 th cheque, Housing Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Ngwelezana Tertiary Hospital Senior Certificate (Grade 12), National Diploma or Degree in General Nursing. A post basic qualification in Critical Care or Trauma Nursing. A minimum of 10 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A minimum of 6 years of the period referred above must be appropriate/ recognizable experience in critical care, trauma, renal unit and burns after obtaining post basic qualification in critical care, trauma nursing. A minimum of 3 years recognizable working experience at management level. Proof of working experience endorsed by Human Resource Department. Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework. Strong interpersonal, communication and presentation skills. Ability to make independent decisions, problem solving and conflict resolution. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills.
<u>DUTIES</u>	:	Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Demonstrate effective communication with patients supervisors other health professionals and junior colleagues including complex report writing as required. 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. Develop and implement quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of patient complaints and waiting times. Promote quality of nursing care as directed by the professional scope practice and standards as determined by the institution and other regulating bodies. Develop/ establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented in the unit. Manage and supervise effective utilization of all the resources e.g. human, financial material. Develop, monitor and evaluate staff in terms of EPMDS. Exercise control over discipline, grievance and all labour relations issues. Perform both clinical and administrative duties as required. Attend to meetings and workshop as directed. Serve as a paymaster for unit pay point. Adhere to correct channels of communication as per the hospital organogram. Perform other duties as assigned by the supervisor and hospital management. Ensure implementation of NCS, Ideal hospital and other departmental initiatives including provincial priorities.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms R.M Sithole Tel No: (035) 901 7258
<u>FOR ATTENTION NOTE</u>	:	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, 1 st Floor Admin Block Mr MP Zungu 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 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** : 10 July 2020 (Late applications will not be accepted)
- POST 16/97** : **OPERATIONAL MANAGER NURSING: SPECIALTY NURSING STREAM PN-B3- HEMATOLOGY REF NO: OPMAN (SPEC NUBS) HAEM)/1/2020**
Department: Hematology
- SALARY** : R562 800 per annum plus 13th cheque, Housing Allowance: Employee must meet prescribed requirements. Medical Aid: optional.
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Degree/Diploma in General Nursing (R425 qualification or equivalent) plus 1 year post basic qualification (R212) as required above. Current registration with SANC as General Nurse and Midwife and in required field as indicated above. A minimum of 9 years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing is required. At least 5 years of this period must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post- basic qualification in the Hematology Nursing specialty. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations; displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs and expectations. Demonstrate ability to provide support and guidance within the unit. Basic understanding of HR and Financial policies and practices. Demonstrate working knowledge of the hospital information system to enhance quality in the service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to ensure proper nursing care in the unit. Demonstrate high aptitude in working in stressful environment.
- DUTIES** : Work as part of a multi-disciplinary team to ensure good nursing care. Provide guidance and support in management of Hematology patients in various sub-specialties. Ensure that all programs related good child-health are implemented. Ensure cost -effective, equitable and efficient high quality patient care. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the legislative framework and National Core Standards. Ensures compliance with ideal hospitals outputs and Office of Health Standard Compliance. Perform duties within the ambits of legal framework as required by the profession. Ensure compliance to professional and ethical practice. Work effectively and amicably at supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Perform duties as delegated by the supervisor and relief duties of the Assistant Manager-Nursing's office as requested.
- ENQUIRIES** : Miss NO Mkhize Tel No: (031) 240 1063
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, matric certificate, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note

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

- CLOSING DATE** : 10 July 2020
- POST 16/98** : **OPERATIONAL MANAGER (MOPD, ACUTE DISEASE AND OPHTHALMIC) (GRADE 1) REF NO: PCHC 05/2020**
- SALARY** : R562 800 per annum. Benefits: 13th Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)
- CENTRE** : Phoenix Community Health Centre
- REQUIREMENTS** : Senior certificate/Matric or equivalent plus Degree/Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Current registration with SANC as a General Nurse, Midwifery and Primary Health Care Nursing. Current SANC receipt (2020) as Professional & PHC Nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional nurse with SANC in General nursing at least 5 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in PHC. Proof of experience and certificate of service from current/previous employers must be stamped, signed and endorsed by Human Resource must be attached. Recommendations: Computer literacy. Skills, Attributes and Abilities required: Knowledge of nursing care processes and procedures nursing statures and other relevant legal frameworks such as: occupational Health and safety, Patients right charter, Batho Pele Principles, Labour Relations Act, Grievance Procedure etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills.
- DUTIES** : Ensure implementation of comprehensive Primary Health Care package and quality nursing services. Participate actively NSC and ideal Clinic committees and ensure implementation of standards. Work as a part of multidisciplinary team to ensure good nursing care. Ensure effective control of financial, material and human resources. Demonstrate effective communication with patients, community and with multidisciplinary team. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the institution. Monitor implementation and performance of NCD's indicators on daily, weekly and monthly basis. Participate in mortality and morbidity committee and ensure improvement in patient care. Ensure that all staff is orientated, mentored and developed to provide quality patient care. Ensure monitoring, management and control of absenteeism. Ensure that all patients are nursed in a safe and therapeutic environment. Ensure that discipline and professionalism is instilled and maintained. Participate in activities aimed at fully integrating all services to the main stream of health care services within the sub district.
- ENQUIRIES** : Ms PN Ngcobo (Assistant Manager Nursing) Tel No: (031)-538 0808
- APPLICATIONS** : Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe, 4300
- FOR ATTENTION** : Mr VS Mtshali
- NOTE** : Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy, Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 02/2018. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply.

- CLOSING DATE** : 17 July 2020
- POST 16/99** : **OPERATIONAL MANAGER NURSING (PHC) GR1 REF NO: GLEN 02 /2020 (X1 POST)**
Component: Glenhills Clinic
- SALARY** : R562 800 per annum Plus 8% rural allowance. Benefits 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
- CENTRE** : Ilembe Health District Office
- REQUIREMENTS** : Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in General Nursing Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus current registration with SANC as General Nurse and Primary Health Care plus a minimum of 9 years appropriate/ recognizable nursing experience after registration as General Nurse of which 5 years must be appropriate/ recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Good report writing and time management skills, understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Ability to provide mentorship, team building, supervisory skills and coaching to his/her subordinates. Good communication, interpersonal relations, counseling, conflict management skills and decision making. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures and Finance policies etc. Leadership, organizational, decision making and problem solving skills, conflict handling and counseling. Co-ordination and planning skills, Ability to assist in formulation of patient care related policies. Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be Attached. Recommendation Valid Code EB Driver's license (Code8).
- DUTIES** : Implementation of Quality Improvement Plan. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control and allocation of Human and Material resources. Facilitate that the clinic has functional clinic committee and ensures community participation. Plan and monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance according to EPMDS. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Facilitate provision of clinical services, educational services and be involved in medical research. Evaluate and monitor compliance with clinical protocols norms and standards within the clinic. Analyze and interpret statistic including PHC Programme indicators. Participate in Operation Sukuma Sakhe Programme. Facilitate the realization and maintenance of Ideal Clinic Programme and National Core Standards in the facility. Support PHC re-engineering by ensuring that outreach teams are functional. Coordinate and manage the provision of the services to manage COVID 19 pandemic.
- ENQUIRIES** : Mrs R. Bhagwandin (Operational Manager: PHC Supervisor) Tel No: (032) 437 3600
- APPLICATIONS** : Please forward applications for the attention of: Human Resource Department: The District Director, Ilembe Health District Office, Private Bag X10620, Stanger, 4450.
- NOTE** : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. SHAK 01/2019.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual

Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE

: 17 July 2020

POST 16/100

: **ASSISTANT MANAGER NURSING (GENERAL WARDS) REF NO: MS/11/2020 (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 REQUIREMENTS

: Mseleni Hospital
: Matric certificate/Grade 12 Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse and Midwifery Minimum of eight (08) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery. At least three (3) years of the period referred above must be appropriate/recognizable experience at management level. NB 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 Decision making and problem solving skills Conflict Management and negotiation skills Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by nursing team. Leadership, organizational, decision making and problem solving skills Report writing skills, and time management skills, Good communication, interpersonal relations, counseling and conflict management skills. Ability to formulate patient care related policies Knowledge of Public Service Policies, Acts and Regulation Knowledge on HIV/AIDS plus TB programmes.

DUTIES

: Ensure co-ordination of various clinical and support services that so that functions are performed within a multi-disciplinary approach to allow for total patient care. Contribute to the development of clinical management guidelines and protocols for management of patients and ensure acceptable level of care within available resources Formulate and monitor operational plan which is online with the strategic plan of the hospital and department Assist in the implementation of priority programmes e.g National Core Standards Monitor and maintain standards set by accreditation bodies Formulate programmes and projects and ensure implementation thereof Executes duties and functions with proficiency within the prescripts of all applicable legislation and support the aims and objectives of the institution Monitor and maintain standards set by the accreditation bodies Evaluate patients care programmes from time to time and make proposals for improvement that is supported by strong work ethics Ensure effective and efficient utilization of all resources allocated to in the unit Ensure implementation and maintenance of clinical competencies and to ensure that scientific principles of nursing processes are maintained Provide expert advices concerning clinical management of patients.

ENQUIRIES APPLICATIONS

: Mrs. T.R Sibisi Tel No: (035) 574 1004
: should be forwarded to: The Assistant Director HRM Mseleni Hospital, P.O Sibhayi, 3967.

NOTE

: 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, aim is to promote representatively in all levels of all occupational categories in the Department).

- CLOSING DATE** : 16 July 2020
- POST 16/101** : **OPERATIONAL MANAGER NURSING: SPECIALTY NURSING STREAM PN-B3- ONCOLOGY NURSING SCIENCE REF NO: OPMAN (SPEC NURS) OPHTHAL/1/2020**
Department: Ophthalmology
- SALARY** : R562 800 per annum plus 13th cheque, Housing Allowance: Employee must meet prescribed requirements. Medical Aid: optional
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : Degree/Diploma in General Nursing (R425 qualification or equivalent) plus 1 year post basic qualification (R212) as required above. Current registration with SANC as General Nurse and Midwife and in required field as indicated above. A minimum of 9 years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing is required. At least 5 years of this period must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post- basic qualification in the Ophthalmology Nursing specialty. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations; displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs and expectations. Demonstrate ability to provide support and guidance within the unit. Basic understanding of HR and Financial policies and practices. Demonstrate working knowledge of the hospital information system to enhance quality in the service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to ensure proper nursing care in the unit. Demonstrate high aptitude in working in stressful environment.
- DUTIES** : Work as part of a multi-disciplinary team to ensure good nursing care. Provide guidance and support in management of Ophthalmology patients. Ensure that all programs related oncology and palliative care are implemented. Ensure cost -effective, equitable and efficient high quality patient care. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the legislative framework and National Core Standards. Ensures compliance with ideal hospitals outputs and Office of Health Standard Compliance. Perform duties within the ambits of legal framework as required by the profession. Ensure compliance to professional and ethical practice. Work effectively and amicably at supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Perform duties as delegated by the supervisor and relief duties of the Assistant Manager-Nursing's office as requested.
- ENQUIRIES** : Miss NO Mkhize Tel No: (031) 240 1063
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, matric certificate, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual

Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 10 July 2020
- POST 16/102** : **ULTRASONOGRAPHER GR 1, 2 & 3 REF NO: MS/10/2020 (X1 POST)**
Re-Advertisement
- SALARY** : Grade 1: R395 703 per annum
Grade 2: R466 119 per annum
Grade 3: R549 006 per annum
Other benefits plus 13th cheque (Medical Aid (Optional) Home Owner Allowance (Employee must meet prescribed requirements) &12% Rural Allowance
- CENTRE REQUIREMENTS** : Mseleni Hospital
: Matric /Grade 12 certificate National Diploma/Degree in Radiography (Ultrasound) Registration certificate with HPCSA as independent Practitioner Current HPCSA Registration 2020 **Grade 1:** Experience: None after registration with the HPCSA in respect of RSA qualified employees who performed community service, as required in South Africa. One(1) year relevant experience after registration with the Health Professional Council of South Africa in the Relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa **Grade 2:** Minimum of 10 years relevant experience after registering with HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of 11 years relevant experience after registering with the Health Professional Council of South Africa (HPCSA) in the relevant profession(where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees who performed Community Service, as required in South Africa. Minimum of 21 years relevant experience after registration with Health Professional Council of South Africa (HPCSA) in the relevant profession(where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. NB Proof of previous and current work experience (Certificate of Service/s) endorsed and stamped by HR must be attached. Knowledge, Skills and Competencies Sound Knowledge of Ultrasound diagnostic procedures and equipment. Clinical competency Procedures and dexterity. Knowledge of relevant Health and Safety Acts. Knowledge of current health and public service Legislations, regulations and policy. Good communication and interpersonal skill. Good Leadership, decision making, communication, problem solving and conflict management skills Team building and diversity Management skills.
- DUTIES** : Provide high quality ultrasound service. Give factual information to patients. Execute all clinical procedures competently to complications. Inspect and use equipment to ensure compliance with safety standards. Compile reports and statistics. Provide education on parent's conditions whilst upholding patients' rights. Participate in Quality Assurance programme. Participate in EPMDs. Promote Batho Pele Principles in the execution of duties for effective service delivery. Assist with ultrasound patient bookings. Provide training, guidance and supervision to junior staff. Perform other duties as per delegation by radiography management.
- ENQUIRIES APPLICATIONS** : Mr. M.Z Magwaza Tel No: (035) 574 1004
: should be forwarded to: The Assistant Director: HRM, Mseleni Hospital, P.O Sibhayi, 3967.
- NOTE** : 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, aim is to promote representatively in all levels of all occupational categories in the Department).

- CLOSING DATE** : 16 July 2020
- POST 16/103** : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: NKAH 06/2020 (X1 POST)**
Department: Primary Health Care
- SALARY** : Grade 1: R383 226 – R444 276.per annum
Grade 2: R471 330 – R579 696 per annum
Other Benefits: 13th Cheque, Medical Aid, (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% Rural Allowance.
- CENTRE** : Chwezi Clinic
- REQUIREMENTS** : Senior Certificate (Grade 12). Degree/National Diploma in nursing that allows Registration with the SANC as a Professional Nurse and Midwifery. A post-basic nursing qualification, with a duration of at least 1(one) year accredited with SANC in Clinical Nursing Science, Health Assessment, Treatment and Care). Current SANC receipt (2020). Proof of current and previous work experience endorsed and stamped by Human Resource Department i.e. (Certificate of Service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. **Grade 1:** A minimum of four (4) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate / recognizable after obtaining one (01) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care Knowledge, Skills, Attributes and Abilities Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards as determined by Primary Health Care. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organising, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving, disciplinary and co-ordination skills.
- DUTIES** : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Provide quality comprehensive community health care. Provide educational Services. Evaluate and follow-up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patient’s clinical conditions. Promote scientific quality nursing care. Administrate and control medication. Responsible for individual consultation sections and identification of community needs. Render ANC Services and conduct deliveries.
- 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 License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. 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** : 10 July 2020
- POST 16/104** : **CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: GLEN 03/2020 (X1 POST)**
Component: Glenhills Clinic
- SALARY** : Grade 1: R383 226 per annum Plus 8% rural allowance
Grade 2: R471 333.per annum Plus 8% rural allowance
Benefits: 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions]
- CENTRE** : Ilembe Health District Office
- REQUIREMENTS** : **Grade 1:** Grade 12 (senior certificate) Standard 10/or (Vocational National 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).A minimum of 4 years appropriate/recognizable nursing experience as a General Nurse. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC),Current registration with SANC as General Nurse and Midwifery, plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC).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. Knowledge, skills and competencies: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies. NB: Proof of previous and current work experience endorsed and stamped by HR Office must be attached. Recommendations:
- DUTIES** : Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensure proper utilization and safekeeping of basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement

infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensure supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Support the realization and maintenance of Ideal Clinic Programme in the facility. Ensure data management and record keeping management for the clinic. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

- ENQUIRIES** : Mrs R. Bhagwandin (Operational Manager: PHC Supervisor) Tel No: (032) 437 3600
- APPLICATIONS** : Please forward applications for the attention of: Human Resource Department: The District Director, Ilembe Health District Office, Private Bag X10620, Stanger, 4450.
- NOTE** : Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. SHAK 01/2019.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.
- CLOSING DATE** : 17 July 2020
- POST 16/105** : **PROFESSIONAL NURSE SPECIALTY (GRADE 1 OR GRADE 2 ADVANCED MIDWIFERY AND NEONATAL REF NO: OTH CHC 10/2020 (X1 POST)**
- SALARY** : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits: 13th Cheque. 12 % Rural allowance, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements)
- CENTRE REQUIREMENTS** : Othobothini Community Health Centre (Jozini)
Matric/Grade 12. Degree/National Diploma in nursing or equivalent qualification that allows registration with SANC as Professional Nurse, Current registration with SANC (2020). NB: Proof of current and previous work experience endorsed and stamped by Human Resource Manager (Certificate of service) must be attached. **Grade 1:** A Minimum of 4 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. A 1 year post graduate qualification in Advanced Midwifery and Neonatal Nursing Science accredited with SANC. **Grade 2:** a minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in maternity after obtaining a 1 year post graduate qualification in Advanced Midwifery and Neonatal Nursing Science Accredited with SANC. Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Acts, regulations and policies.

Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Demonstrate an in-depth understanding of Nursing Legislation and related legal and ethical practices. Good communication, verbal, written, leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles and Patient's right charter and code of conduct. Planning and organizing skills. Team building and diversity management skills. Emphathy and counselling skills. Willingness to work shifts, night duty, week-ends and public holidays; including extended hours where need arises.

DUTIES : Perform specialized clinical nursing practice in accordance with the scope of practice and nursing standards. Implement advanced knowledge and skills in managing high risk patients in the maternity and MCWH units. Participate in the implementation of service delivery policies and procedures in relation to health programmes to ensure that they conform to the District Health Services Delivery strategies. Improved perinatal mortality and mobility through implementation of priority programmes, participating in quality improvement programmes. Support and facilitate the implementation of strategies that reduce mobility and mortality and strengthen implementation MCWH Programme as per national and provincial guidelines. Diagnose and manage obstetric emergencies and work with the medical team to manage these emergencies e.g. Eclampsia, APH etc. Identify high risk clients during ante-partum and post- partum periods, manage them or refer them according to policies and protocols. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Work as part of the multi-disciplinary team to ensure quality healthcare for clients visiting the facility. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles and Patient rights Charter. Create and maintain complete and accurate patient records and registers and actively participate in institutional quality improvement initiatives e.g NCS, ICRM, PEC etc. Provide adequate health education, awareness and be involved in campaigns. Utilise and manage cost effectively all resources allocated to the unit for optimum service delivery. Advocate for the nursing profession by promoting professionalism and nursing ethics within and without the institution. Collect, analyse and interpret data use to improve quality service delivery. Maintain clinical and professional growth by attending trainings and workshops so that scientific principles of nursing are implemented, assisting with training, mentoring and coaching staff to impart skills and knowledge for approved quality of care. Kindly attach certificate of Service/ Proof of work experience endorsed by HR.

ENQUIRIES : Mr. B.K. Mpupa (HR Supervisor) Tel No: (035) 5721327
APPLICATIONS : Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X 12, JOZINI, 3969 OR hand deliver to Othobothini CHC HR Department.

NOTE : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za . Certified copies of ID, Std 10 certificate, educational qualifications, certificate of service / proof of experience signed by HR office must be submitted together with your CV. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.

CLOSING DATE : 24 July 2020

POST 16/106 : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: NKAH 07/2020 (X1 POST)**
 Department: Primary Health Care: School Health Services

SALARY : Grade 1: R383 226 – R444 276.per annum
 Grade 2: R471 330 – R579 696.per annum

**CENTRE
REQUIREMENTS**

Other Benefits: 13th Cheque, Medical Aid, (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% Rural Allowance Nkandla Hospital

Senior Certificate (Grade 12). Degree / National Diploma in nursing that allows Registration with the SANC as a Professional Nurse and Midwifery. A post-basic nursing qualification, with a duration of at least 1(one) year accredited with SANC in Clinical Nursing Science, Health Assessment, Treatment and Care). Current SANC receipt (2020). Proof of current and previous work experience endorsed and stamped by Human Resource Department i.e. (Certificate of Service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. **Grade 1:** A minimum of four (4) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate/recognizable after obtaining one (01) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care Knowledge, Skills, Attributes And Abilities Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards as determined by Primary Health Care. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organising, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving, disciplinary and co-ordination skills.

DUTIES

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

**ENQUIRIES
APPLICATIONS**

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

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
NOTE**

Mrs. SG Masikane

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 License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. 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.
10 July 2020

CLOSING DATE

:

POST 16/107

:

CLINICAL NURSE PRACTITIONER (PHC) REF NO: NKAH 08/2020 (X1 POST)

Department: Primary Health Care: School Health Services

SALARY

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

CENTRE

:

Vumanhlamvu Clinic

REQUIREMENTS

:

Senior Certificate (Grade 12). Degree/National Diploma in nursing that allows Registration with the SANC as a Professional Nurse and Midwifery. A post-basic nursing qualification, with a duration of at least 1(one) year accredited with SANC in Clinical Nursing Science, Health Assessment, Treatment and Care). Current SANC receipt (2020). Proof of current and previous work experience endorsed and stamped by Human Resource Department i.e. (Certificate of Service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. **Grade 1:** A minimum of four (4) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of fourteen (14) years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate/recognizable after obtaining one (01) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care Knowledge, Skills, Attributes And Abilities Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards as determined by Primary Health Care. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organising, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving, disciplinary and co-ordination skills.

DUTIES

:

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

ENQUIRIES

:

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

APPLICATIONS

:

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

FOR ATTENTION

:

Mrs. SG Masikane)

NOTE

:

Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. 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** : 10 July 2020
- POST 16/108** : **ASSISTANT DIRECTOR: SYSTEMS REF NO: NKAH 09/2020**
Department: Systems Component
- SALARY** : R376 596 – R443 601 per annum. Other Benefits: 13th Cheque, Medical Aid, (Optional), Housing Allowance (employee must meet the prescribed requirements)
- CENTRE** : Nkandla District Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12). Bachelor's Degree/National Diploma in Public Management/Administration plus 3 years' supervisory experience in systems management. Proof of current and previous work experience endorsed and stamped by human resource (certificate of services). Valid code EB driver's license. 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 Knowledge of relevant acts and regulations inclusive of PFMA and treasury regulations. Good verbal and written communication skills. Computer literacy in MS Word and Excel. Conflict Resolution and Negotiating skills. Supervisory skills. Decision making, financial management and problem solving skills. Strong leadership skills. Ability to multi task and manage change.
- DUTIES** : Management, supervision and monitoring of: Gardening services, catering services, security services, mortuary services, laundry and linen services, cleaning services, outpatient administrative services, maintenance services, switchboard, registry and transport, waste management services and information Technology. Ensure effective co-ordination, management and quality of work of all functional components of the systems department within the institution. Ensure the effective, efficient and economical utilisation of resources allocated to the institution including staff development. Ensure that all hospital information systems are maintained in order to provide reliable, valid and timeous processing of information. Ensure compliance with all statutory regulations. Ensure that standby and emergency facilities are properly maintained. Oversee the provision of all services provided by private companies to ensure compliance with service level agreement. Implement and monitor effective hospital policies, protocols, practices within the day to day operation areas. Analyse alternatives for performing work needed, including contracting out of services and evaluate and recommend procedures/practices/protocols to improve operational efficiency. Ensure compliance with Health and Safety and Disaster Management requirements by all staff members
- ENQUIRIES** : Dr. JN Ikwegbue Tel No: (035) 833 5001
- 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** : 10 July 2020
- POST 16/09** : **PHYSIOTHERAPY TECHNICIAN GRADE 1/2 REF NO: EMP23/2020 (X1 POST)**
Component: Professionals Aligned To Medical Services (PAMS)
- SALARY** : Grade 1: R210 567 – R240 762 per annum
Grade 2: R248 034 – R301 005 per annum
Other Benefits: 8% In-Hospitable Allowance, 13TH Cheque, home owners (Employee must meet prescribed requirement), medical aid (optional)
- CENTRE REQUIREMENTS** : Empangeni
Appropriate qualification as a Physiotherapy Technician, registration with the Health Professional Council of South Africa (HPCSA) as a Physiotherapy Technician. Knowledge, Skills, Attributes and Abilities: Basic knowledge of Physiotherapy diagnostic & therapeutic procedures, Good knowledge on use and care of equipment. Knowledge on scope of practice, ethical codes & relevant legislation. Ability to work within a multidisciplinary team. Good organisation and time management skills. Excellent communication and interpersonal skills. Good teaching and training skills. Skills in management of patients with cerebral palsy/ neurological conditions would be an advantage.
- DUTIES** : Conduct basic assessments and carry out treatment in consultation with registered Physiotherapist and per scope of practice. Assist physiotherapists with patient treatment sessions. Follow clinical/treatment protocols in a professional manner. Train and educate patients on use of assistive devices. Inform physiotherapist about patient progress. To document treatment carried out. Participate in health promotion activities through education of individuals and the community. Assist with the relevant clinics. Prepare treatment areas and physiotherapy equipment. Compile daily and monthly statistics. Attend monthly staff meetings. Serve as representative on committees such as IPC, OHS, resuscitation etc. as allocated by supervisor Participate in quality assurance audits. Attend and present topics for continued education sessions. Participate in staff development activities. Participate in CPD activities.
- ENQUIRIES APPLICATIONS** : Mrs NL Mbatha Tel No: (035) 907 7247
All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital Private Bag X20005, Empangeni, 3880, Physical Address: 21 Union Street, Empangeni, 3880.
- FOR ATTENTION NOTE** : Deputy Director Human Resources Mr SM Ndabandaba Tel No: 035 907 7011
All Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za .The Z83 form must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on Z83. A recent, comprehensive CV, specifying all qualifications and experience, with respective date and certified copies of qualifications and ID must be attached. General information: General information: Short-listed candidates must available for interviews at a date and time determine by the KZN Department of Health. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). People with disabilities should feel free to apply. Males are encouraged to apply for this post.

Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T, Resettlement & relocation claims will not be processed.

CLOSING DATE

: 10 July 2020