

DEPARTMENT OF HEALTH: KWAZULU-NATAL

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

OTHER POSTS

- POST 19/197** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 27/2020**
Anaesthetic Unit
- SALARY** : Grade 1: R1 728 807 - R1 834 890 per annum (All inclusive salary packages)
Grade 2: R1 890 363 - R2 066 988 per annum (All inclusive salary packages)
(This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospital Allowance plus Commuted Overtime which is determined by service delivery needs of the department.
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesia, Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesia Unit, A minimum of 3 years' appropriate experience as a Medical Specialist in Anaesthetic Unit after registration with the HPCSA as a Medical Specialist in Anaesthesia, Proof of working experience endorsed by Human Resource Department or relevant Employer, Understanding of basic HR matters including Labour Relations, Control of budget, monitoring expenditure and project management; Knowledge of legislative prescripts governing the public service, Managerial and computer skills.
- DUTIES** : Deputize the Head Clinical Department of Anaesthetic Unit. Participate in the co-ordinate of Anaesthetic Unit services for the discipline within Region 4 (King Cetshwayo, Zululand and uMkhanyakude) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region 4 and also to provide Clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Participate in the provision of vision, strategic direction and inspire employees to deliver excellent, quality health services. Plan and partake in the training of staff including Registrars, Medical Officers, Community Service Officers, Interns and undergraduate Medical Students and also support relevant clinical research, clinical trials and CPD activities. Strengthen clinical governance. Participate in formulation and management of protocols in accordance with Department policies that will have a positive impact on staff and ensure that staff is aware and comply with guidelines and procedures. Provide measures and guidance on quality assurance to comply with set quality standards. Manage the performance and supervisee allocated human resources. Ensure that the environment complies with Health and Safety Act and that staff adhere to the safety precautions and that staff is maintained to attain optimal productivity. Ensure equipment is maintained and functional at all times. Render effective administrative support. Provide after-hours coverage and ensure continuous clinical support to junior staff. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards
- ENQUIRIES APPLICATIONS** : Dr S. Sewpersad Tel No: (084) 418 3496
: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block
- FOR ATTENTION NOTE** : Mr M.P 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** : 28 August 2020 (Late applications will not be accepted)
- POST 19/198** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: NGWE 28/2020**
Internal Medicine Unit
- SALARY** : Grade 1: R1 728 807 - R1 834 890 per annum (All inclusive salary packages)
Grade 2: R1 890 363 - R2 066 988 per annum (All inclusive salary packages)
(This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance plus Commuted Overtime which is determined by service delivery needs of the department.
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine Unit, Appropriate Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Internal Medicine Unit, A minimum of 3 years' appropriate experience as a Medical Specialist in Internal Medicine Unit after registration with the HPCSA as a Medical Specialist in Internal Medicine Unit, Proof of working experience endorsed by Human Resource Department or relevant Employer, Understanding of basic HR matters including Labour Relations, Control of budget, monitoring expenditure and project management; Knowledge of legislative prescripts governing the public service, Managerial and computer skills.
- DUTIES** : Deputize the Head Clinical Department of Internal Medical Unit. Participate in the co-ordinate of Internal Medical Unit services for the discipline within Region 4 (King Cetshwayo, Zululand and uMkhanyakude) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Participate in the development of tertiary services in the entire Region 4 and also to provide Clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Participate in the provision of vision, strategic direction and inspire employees to deliver excellent, quality health services. Plan and partake in the training of staff including Registrars, Medical Officers, Community Service Officers, Interns and undergraduate Medical Students and also support relevant clinical research, clinical trials and CPD activities. Strengthen clinical governance. Participate in formulation and management of protocols in accordance with Department policies that will have a positive impact on staff and ensure that staff is aware and comply with guidelines and procedures. Provide measures and guidance on quality assurance to comply with set quality standards. Manage the performance and supervise allocated human resources. Ensure that the environment complies with Health and Safety Act and that staff adhere to the safety precautions and that staff is maintained to attain optimal productivity. Ensure equipment is maintained and functional at all times. Render effective administrative support. Provide after-hours coverage and ensure continuous clinical support to junior staff. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.
- ENQUIRIES** : Dr R.S Moeketsi Tel No: (035) 901 7260/ 7273

- APPLICATIONS** : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block.
- FOR ATTENTION NOTE** : Mr M.P 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 results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
- CLOSING DATE** : 28 August 2020 (Late applications will not be accepted)
- POST 19/199** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1, 2, 3 REF NO: NGWE 29/2020**
Psychiatry
- SALARY** : Grade 1: R1 728 807 - R1 834 890 per annum (All inclusive salary packages)
Grade 2: R1 890 363 - R2 066 988 per annum (All inclusive salary packages)
(This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department.
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
: Qualification that allows registration with the Health Profession, Council of South Africa (HPCSA) as Medical Specialist in Psychiatry. Tertiary qualification in the Health Science (MBChB). Current registration with the Health Professions Council of South Africa as a Medical Specialist in Psychiatry. Grade 1:No working experience, Grade 2: A minimum of 5 years appropriate experience as a Medical Specialist in Psychiatry after registration with the HPCSA as Medical Specialist in Psychiatry and proof of working experience endorsed by Human Resource Department, Grade 3: A minimum of 10 years appropriate experience as a Medical Specialist in Psychiatry after registration with the HPCSA as Medical Specialist in Psychiatry and proof of working experience endorsed by Human Resource Department, Supervisory abilities, Ability to work in a multi-disciplinary team, Knowledge of Public Service Legislation, Policies and Procedures, Medical Ethics, Epidemiology and statistics.
- DUTIES** : Provide specialist care to patients requiring services within your specific domain. Provide after-hours coverage in Psychiatry and ensure continuous clinical support to junior staff. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Provide expert advice and clinical support to district/regional level hospitals referring to Ngwelezana Hospital. Provide outreach to surrounding District Hospitals that refers patients to Ngwelezana Hospital. Adhere to all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service.
- ENQUIRIES APPLICATIONS** : Dr PD Milligan Tel No: (072) 235 6480
: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block.
- FOR ATTENTION** : Mr M.P Zungu

- NOTE** : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions 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** : 28 August 2020 (Late applications will not be accepted)
- POST 19/200** : **MEDICAL MANAGER REF NO: CTH02/2020 (X1 POST)**
- SALARY** : R1 173 900 per annum All-inclusive package plus 13th Cheque. Other Benefits: 22% rural allowance and compulsory commuted overtime.
- CENTRE** : Ceza-Thulasizwe District Hospital
- REQUIREMENTS** : MBCHB Degree plus current registration with HPCSA as a Medical Practitioner. Minimum of three (3) years' experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. NB-Please attached certificate of service. Recommendations: Diploma in HIV Management, Diploma in O&G, Communicable diseases medicine, child health/pediatrics or a degree in Family Medicine, Computer literacy and valid driver's license. Knowledge, Skills and Competencies: Broad clinical knowledge, competency and skills in general clinical domains such as medicine, paediatric, obstetrics and gynecology and surgery. Knowledge of relevant health and public service related legislation, Policies and procedures. Knowledge of strategic documents e.g. SDG, APP, DHP, DHER, etc. Knowledge and experience in District Health System. Knowledge of ethics. Knowledge of Health Information System and Decision making skill. Good communication, leadership, team building and motivation, computer skills. Good supervisory, planning and organization skills. Knowledge of Employee Performance Management Development System (EPMDS).
- DUTIES** : Manage the provision of safe, ethical and high quality Medical and allied health care at Ceza-Thulasizwe Hospital and associated PHC Facilities. Provide support and supervision to all Medical and Allied health staff (including pharmacy, radiology, rehabilitation, dietetics, Oral health, social work, optometry, and psychology). Actively participate in the institutional strategic and operational planning and monitoring and evaluation processes. Manage and facilitate the formulation of Medical and allied health service policies and procedures and ensure that these are in line with the current statutory guidelines, regulations and code of ethics. Ensure the provision and development of protocols and guidelines to Medical and allied health personnel by: Strengthening clinical governance in the institution; and ensuring cost effective and efficient use of resources-including human and financial resources and monitoring and control of blood product and laboratory investigations. Plan, manage and control of Plan, manage and control of resources allocated to Medical and allied health. Manage performance of medical and allied health staff. Ensure regular skills audits and ensure staff development and training. Maintain discipline and deal with grievances and Labour related issues in Terms of the laid down procedures, in medical and allied health section. Assist with information management and analysis. Ensure accurate records are maintained for all health records in accordance with legal and statutory regulations for the continuity of care. Monitor and control overtime in medical and allied health sections. Ensure HR policies and regulations are implemented. Assist with pro-active recruitment of medical and allied health

professionals. Conduct clinical and record audits, morbidity and mortality and perinatal mortality reviews. Conduct service assessments and ensure medical and allied health sections participate in quality improvement projects and surveys to improve clinical quality and patient satisfaction. Assist with analyzing Adverse Events. Ensure compliance with National Core Standards and Ideal Clinic Realization Model. Provide leadership to clinical risk. Deal with medico-legal issues e.g. reports, clinical privileges, risk management. Full participation in management, financial and human resource committees of the institution. Develop Integrated Primary Health Care Service in Ceza Sub District. Assist with quarterly reviews of programmes. Be a member of management meetings e.g. Executive Management Committee (Exco), Extended Management meetings, Clinic and Hospital Cash Flow meetings, Institutional Health Technology, Quality, Infection Prevention and Control, Health and Safety and Disaster Management, etc.

**ENQUIRIES
APPLICATIONS**

: Mr S.P. Zulu Tel No: (035) 8325163
 : Direct your application quoting the relevant reference number to: The Chief Executive Officer, Ceza-Thulasizwe District Hospital, Private Bag X200, Ceza, 3866. Hand delivered applications may be submitted to Chibini Main Road, Human Resource Section, Ceza Hospital before 16h00 on or before the closing date.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 28 September 2020

POST 19/201

: **MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 30/2020**
 Maxillo Facial

SALARY

: Grade 1: R1 106 040 per annum (All inclusive salary packages)
 Grade 2: R1 264 623 per annum (All inclusive salary packages)
 Grade 3: R1 489 665 per annum (All inclusive salary packages)
 (This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted Overtime which is determined by service delivery needs of the department.

**CENTRE
REQUIREMENTS**

: Ngwelezana Tertiary Hospital
 : Qualification that allows registration with the Health Profession, Council of South Africa (HPCSA) as Medical Specialist in Maxillo Facial. Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Maxillo Facial, **Grade 1:** No working experience, **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist in Maxillo Facial after registration with the HPCSA as Medical Specialist in Maxillo Facial and proof of working experience endorsed by Human Resource Department, **Grade 3:** A minimum of 10 years appropriate experience as a Medical Specialist in Maxillo Facial after registration with the HPCSA as Medical Specialist in Maxillo Facial and proof of working experience endorsed by Human Resource Department, Supervisory abilities, Ability to work in a multi-disciplinary team, Knowledge of

<u>DUTIES</u>	: Public Service Legislation, Policies and Procedures, Medical Ethics, Epidemiology and statistics. : Provide specialist care to patients requiring services within your specific domain Provide specialist care in the outpatient clinics and inpatient wards. Provide after-hours coverage in Maxillo Facial. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Conduct specialist regular ward rounds and administer expert interventions that will expedite the management of patient care. Provide expert advice and clinical support to district/regional level hospitals referring to Ngwelezana Hospital. Provide outreach to surrounding District and Regional Hospitals that refers patients to Ngwelezana Hospital. Active participation in quality improvement programmes including clinical audits and continuous professional development activities in Ngwelezana Hospital and Region 4. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to the unit. Manage/supervise allocated human resources. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.
<u>ENQUIRIES</u>	: Dr RS Moeketsi Tel No: (035) 901 7260 / 7273
<u>APPLICATIONS</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.
<u>FOR ATTENTION</u>	: Mr M.P Zungu
<u>NOTE</u>	: Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
<u>CLOSING DATE</u>	: 28 August 2020 (Late applications will not be accepted)
<u>POST 19/202</u>	: <u>MEDICAL SPECIALIST - (GRADE 1,2,3) REF NO: GS 36/20</u> Component – Obstetrics & Gynaecology
<u>SALARY</u>	: Grade 1: R1 106 040 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department Employee must sign the commuted overtime contract form. Grade 2: R1 264 623 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department Employee must sign the commuted overtime contract form. Grade 3: R1 467 651 per annum package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department Employee must sign the commuted overtime contract form.
<u>CENTRE</u>	: Greys Hospital, Pietermaritzburg

- REQUIREMENTS** : A qualification in Health Science: PLUS Current registration with the Health Professions Council of South Africa as a Specialist Obstetrician and Gynaecologist. Knowledge, Skills, Training and Competency Required: Sound clinical knowledge and experience in Obstetrics and Gynaecology Specialist Obstetrics and Gynaecology surgical skills Colposcopy skills Possess adequate skills to be able to carry out minimally invasive surgery in Gynaecology Knowledge of Human Resource Management, Information Management and Quality Assurance Programmes Knowledge of current Health and Public Service Legislation, Regulations and Policies Knowledge of medical ethics, Knowledge of budget control, epidemiology and statistics
Grade 1: Experience: Not applicable; Registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. **Grade 2:** Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. **Grade 3:** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology.
- DUTIES** : Participate in the delivery of 24-hour in and out- patient Obstetrics and Gynaecology service within the Pietermaritzburg Metropolitan Hospitals Complex Participate in the delivery, supervision and support of Obstetrics and Gynaecology services within all hospitals in the Pietermaritzburg tertiary drainage area. Participate in the development and ongoing provision of under- and post graduate teaching of Obstetrics and Gynaecology in Pietermaritzburg Assist Head of Department by providing administrative assistance and in the development of clinical protocols, and its implementation. Assist with staff development, evaluation and progress reporting. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Conduct self-directed study to acquire knowledge and skills.
- ENQUIRIES** : Dr TD Naidoo Tel No: (033) 8973292
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
- FOR ATTENTION** : Mrs. M. Chandulal
- NOTE** : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 36/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.
- CLOSING DATE** : 21 August 2020
- POST 19/203** : **MANAGER PHARMACEUTICAL SERVICES REF NO: ETH 11 /2020**
- SALARY** : R1 089 693 – R1 173 900 per annum (An all-inclusive salary package)
- CENTRE** : EThekwini District Office
- EQUIREMENTS** : Grade 12 (Senior Certificate) Standard 10 or (Vocational National Certificate), Bachelor's Degree in Pharmacy Certificate and/or Card of registration as a pharmacist with the South African Pharmacy Council (SAPC), Current registration with the SAPC as a Pharmacist (Proof of payment of the 2020 Annual Fee payable to the South African Pharmacy Council must be attached), A Minimum of 3 years' public sector experience as the Assistant Manager: Pharmaceutical Services (Proof must be attached), Unendorsed Valid Driver's License (Code EB), Certificate of Service for previous and current work experience endorsed and stamped by HR Office must be attached. Recommendations 3 years' management experience in the District Health System with involvement of PHC Clinics support. Knowledge, Skills, Training and Competence required: Report writing abilities. Financial management

<u>DUTIES</u>	:	skills. Knowledge of District Health System. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. Ability to work under pressure and meet tight deadlines. Understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plans. Ability to priorities issues and other work related matters and to comply with time frames. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. Computer literacy with a proficiency in MS Office Software applications.
	:	Partake in the development, implementation and monitoring of pharmaceutical policy (including standard operating procedures), systems and norms. Facilitate the implementation of the Essential Medicine Programme of South Africa in the District. Support the provision of optimal Pharmaceutical Services in the District whilst ensuring legislative compliance by all facilities within the district. Assist with the implementation of the medicines availability monitoring systems and intervention to improve medicine availability at facilities within the District. Provide technical support to the District Health Management Team, Health Programmes and Pharmaceuticals and Therapeutics Committees (including associated sub-committees). Assist with the implementation of Special Projects (pharmaceutical aspects). Ensure effective, efficient and economically management of resource allocated to eThekweni District. Manage the Central Chronic Medicine Dispensing and Distribution (CCMDD) programme for the district. Monitor expenditure on pharmaceuticals within the district in order to ensure rational use of medicine budget to accommodate the needs of the District. Provide guidance, support, expert advice and reports to senior management on pharmaceutical services, practices and products.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs TBT Sakyi – Director: EThekweni District Office Tel No: (031) 240 5309
	:	Direct your application quoting the relevant reference number to: The Human Resource Manager Ethekweni District Office, 83 King Cetshwayo Highway, Mayville, Durban, 4000 or be posted to: The Human Resource Manager, Ethekweni District Office, Private Bag X 54138, Durban, 4000.
<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 certificates, Identity document and Driving License – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.
<u>CLOSING DATE</u>	:	24 August 2020
<u>POST 19/204</u>	:	<u>MEDICAL OFFICER - (GRADE 1, 2, 3) REF NO: GS 35/20 (X1 POST)</u> Component: Obstetrics & Gynaecology
<u>SALARY</u>	:	Grade 1: R821 205 per annum Grade 2: R938 964 per annum Grade 3: R1 089 693 per annum All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, plus Commuted Overtime which is subject to the needs of the Department. Incumbents will have to sign the commuted overtime contract form.
<u>CENTRE REQUIREMENTS</u>	:	Greys Hospital, Pietermaritzburg
	:	Minimum Requirements: MBChB Degree PLUS Current registration with the HPCSA as a Medical Practitioner. Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service,

as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. Recommendations Appropriate clinical experience depending on the grade for which you are applying Post community service experience in Obstetrics and Gynaecology will be an added advantage Knowledge, Skills, Training and Competency Required: Sound knowledge of general medicine and in the discipline of Obstetrics and Gynaecology Ability to deal with medical and obstetrical/gynaecology emergencies Sound knowledge of the PMTCT programme as determined by national guidelines and policies Sound knowledge of medical ethics Sound knowledge of legislation relating to the practice of Obstetrics and Gynaecology in South African, such as the Health Act, the Choice of Termination of Pregnancy Act, the Children's Act etc. Ability to perform termination of pregnancy will be an added advantage. Good communication, team building and motivation skills Basic computer literacy.

DUTIES

: The incumbent will be required to rotate between the Grey's / Northdale Hospitals Woman's Health Complex for a stipulated period e.g. three (3) months at a time. To provide holistic medical care to patients seeking medical attention at the institutions. To be able to assess, manage and follow up patients according to departmental policies To ensure the provision of safe, ethical and high quality medical care. To be able to contribute to the realization of the departmental strategic goals. Manage medical and obstetrical/gynaecological emergencies. To participate in after-hours medical service as per call roster, this is essential. To participate in Monitoring & Evaluation programme with relation to patient care delivery Assist with the supervision and support of Junior medical officers, CSOs and interns in the department. Provide Outreach assistance as may be required under the supervision of the Metropolitan Head of Obstetrics and Gynaecology Impart surgical skills to Medical Officers and interns in the Department Accept responsibility for continuous professional development to keep up to date with new developments in the field of Obstetrics and Gynaecology Participate in the departmental academic programmes and meetings.

ENQUIRIES

: Dr TD Naidoo Tel No: (033) – 8973292

APPLICATIONS

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

FOR ATTENTION

: Mrs. M. Chandulal

NOTE

: Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 36/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.

CLOSING DATE

: 21 August 2020

POST 19/205

: **MEDICAL OFFICER - (GRADE 1,2,3) REF NO: GS 37/20**
Occupational Health/Employee Wellness Centre
Component: Occupational Health/Employee Wellness Centre

SALARY

: Grade 1: R821 205 per annum
Grade 2: R938 964 per annum

Grade 3: R1 089 693 per annum

All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Commuted overtime is subject to the needs of the hospital (the Occupational Health department / Employee Wellness Centre does not require the incumbent to work commuted overtime within the Department/ Centre). If commuted overtime is required to be worked (dependent on the needs of the hospital in a Department other than the Employee Wellness Centre, and dependent on the experience, skills and competencies of the incumbent and, the employee will be required to sign a commuted overtime contract form (reviewed annually).

**CENTRE
REQUIREMENTS**

: Greys Hospital, Pietermaritzburg
: Minimum Requirements: A tertiary qualification (MBCHB) or equivalent, registered with the Health Professional Council of South Africa (HPCSA) Registration with the HPCSA as an independent Medical Practitioner Proof of current (2020-2021) registration with the HPCSA as an independent Medical Practitioner Proof of Work Experience (Certificate of Service) from previous and current employer endorsed and stamped by HR must be attached. **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. Recommendations Diploma in Occupational Health or equivalent qualification Relevant (occupational health/ occupational medicine) experience Computer literacy – Microsoft Office software package Knowledge, Skills, Training and Competency Required: General clinical management of staff presenting with medical and surgical conditions. OHS and other relevant legislation, policies, regulations General Occupational Health and Safety knowledge and skills Risk management, risk assessments, including disaster preparedness and management OPEP, HIV/AIDS in the workplace, other related occupational health medicine issues WCA, RAF, COIDA, Hazchem, hierarchy of controls Competence and expertise in developing, implementing and monitoring policies, protocols and guidelines applicable to OHS and Occupational Medicine Problem-solving, decision-making and conflict-resolution proficiency. Excellent communication (verbal and written) and time management skills. The ability to work under stress and maintain a good working relationship at all times. Knowledge, understanding and implementation of Batho Pele principles Knowledge of relevant legislation, Policies and Regulations of the Department of Health/ DPSA, including, but not limited to, the OHS Act, COIDA, Hazardous Biological Agents regulations, National Health Act, Children's Act, Promotion of Access to Information Act, PFMA, SCM regulation.

DUTIES

: Manage clinical activities of occupational health clinic Assist with the management of the occupational health clinic, including ensuring necessary equipment and consumables are available and functional. Develop and maintain a SHE Quality program with standards and protocols Risk management, health risk assessments; surveys to identify high risk areas, make recommendations Medical Surveillance Programme; Pre-placement / baseline medicals; Exit medicals, Statutory medicals, Executive medicals; Fitness assessments Participation in and/or chairing OHS and other relevant meetings Devise and manage health and safety awareness programmes Advise and assist with recommendations on occupational hygiene, ergonomics, identification and control of health and safety hazards Programmes for promotion, maintenance and restoration of employee well-being Generate and maintain relevant OHS statistics and reports Induction /orientation and ongoing employee training on Occupational Health and Safety Collaboration with OHS, IPC, Environmental health teams, including occupational health nurses, safety representatives, safety manager, etc. Work

with the Disaster Management Committee, and manage and maintain agile disaster management preparedness, including helping with co-ordination and hosting external disaster drills. Maintain close liaison with the Department of Occ. Medicine at the Nelson R. Mandela School of Medicine (UKZN) and other relevant academic facilities. Assist Medical Management with National Core Standards/Ideal Hospital Realization and Maintenance Framework preparations, audits, inspections, reports, etc.

- ENQUIRIES** : Dr. E. S. Marais Tel No: (033) 897 3324
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
- NOTE** : Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 36/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.
- CLOSING DATE** : 21 August 2020
- POST 19/206** : **MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 32/2020**
General Surgery
- SALARY** : Grade 1: R821 205 per annum (All inclusive salary packages)
Grade 2: R938 964 per annum (All inclusive salary packages)
Grade 3: R1 089 693 per annum (All inclusive salary packages)
(This inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) plus 18% Inhospitable Allowance plus Commuted Overtime which is determined by service delivery needs of the department.
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Preference will be given to candidates with ATLS certificate and FCS Primary Exam. **Grade 1:** No working experience, **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner and proof of working experience endorsed by Human Resource Department, Sound clinical skills, Knowledge of acts, policies and regulations of the department of health and Concern for excellence.
- DUTIES** : Provide medical services in urology unit. Active participation in quality improvement. Provision of outreach programmes and acceptance of referrals from our catchment areas. Undertake regular ward rounds, clinic and after hours duties as per the rooster. Attend to patients requiring emergency urology procedures. Provide advice to District/Regional Hospitals. Attend to meetings and workshops. Adhere to correct channels of communication.
- ENQUIRIES** : Dr G. Oosthuizen Tel No: (076) 4875998
- APPLICATIONS** : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block.
- FOR ATTENTION** : Mr M.P Zungu
- NOTE** : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document,

educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions 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** : 28 August 2020 (Late applications will not be accepted)
- POST 19/207** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: NURS 43/2020 (X1 POST)**
- SALARY** : R733 257 per annum (All-inclusive remuneration package)
- CENTRE** : Edendale Hospital
- REQUIREMENTS** : Grade 12 Certificate, National Diploma/Degree in Human Resource Management/Public Management and Administration/Human Sciences with majors in Human Resource Management, Plus five(5) years managerial experience in Human Resource Management, Proof of current and previous experience in a HR environment endorsed by the HR Department or the relevant employer. Recommendations: Certificate: MS Office Software Applications i.e. MS Word, Excel, PowerPoint and Outlook. Knowledge, Skills, Training, Competencies Required: Project Management, Strategic and Planning skills, Develop and Annual Workforce Plan within Budgetary Constraints, Broad knowledge of HR Practices, HR Development and Planning, Employee Health Wellness Programmed, Excellent Management, Facilitation, Communication and Interpersonal skills, Expert knowledge of Legislative and Policy framework informing the areas of operation, Ability to work in Multi-disciplinary team at a Senior Management Level, Ability to prioritize issues and other work related matters in order to comply with tight deadlines, Extensive knowledge of Computerized Personnel and Salary Systems(PERSAL), MS Packages and applications thereof.
- DUTIES** : Ensure effective management of institutional resource, Manage the effective utilization of all resources (human and material) in the unit. Manage and supervise effective utilization of all resources in the unit, Ensure effective implementation of infection control and prevention practices by all staff including support service and cleaning staff, Supervise implementation of health care delivery policies, procedures, clinical governance, Operational and Strategic Plans aimed at improving service delivery, Facilitate and ensure the implementation of Department Priorities, National Core Standard and Ideal Hospital Realization and Maintenance Framework, Monitor and evaluate staff performance(PMDS), Ensure effective data management, Ensure ethics and professionalism is maintained, Demonstrate effective communication with staff, patients, colleagues, and clinicians(multidisciplinary team), Exercise control over discipline grievance and labour related issues, Develop/establish and maintain constructive interpersonal relations with members of EXCO, MANCO and others, Effective participation in complaints management and patient Safety incident committees.
- ENQUIRIES** : Mrs. N. T. Nxaba Tel No: (033) 395-4567
- APPLICATIONS** : All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216.
- FOR ATTENTION** : Mr T. C. Manyoni
- NOTE** : Employment Equity: preference will be given to any person with disability regardless of race and gender, African male, Coloured male.
- CLOSING DATE** : 21 August 2020

<u>POST 19/208</u>	:	<u>ASSISTANT MANAGER NURSING (MCWH) REF NO: EMS/20/2020</u> Component: Maternal & Child Women's Health (MCWH)
<u>SALARY</u>	:	R614 991 per annum, Plus 13 th Cheque, Medical Aid (Optional) and Home Owner allowance (employee must meet prescribed requirements).
<u>CENTRE</u>	:	Emmaus Hospital
<u>REQUIREMENTS</u>	:	Senior certificate/Grade 12 Diploma/Degree in general Nursing leading to registration with SANC as a professional Nurse and Midwifery. 1 year Diploma in Advance Midwifery and Neonatal Nursing Science. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional nurse with SANC in General nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in Advance Midwifery and Neonatal Nursing Science of which 3 years must be managerial experience. Institutional Degree/Diplomas must also be submitted for all qualification submitted. Proof of current registration with SANC Certificate of service endorsed by HR component in Nursing Administration. Recommendation Diploma/Degree in Nursing Administration Knowledge & Skills Demonstrate effective communication with patient , supervisors, other health professionals and junior colleagues including more complex report writing when required work as part of multidisciplinary team at unit level to ensure good nursing care by nursing team work efficiency and amicably at a supervisory level with persons of diverse intellectual culture racial or religious difference able to manage own work, time and that of junior colleagues to ensure proper nursing service in thee unit Demonstrate an in-depth understanding of legislation & related legal and ethical nursing practice and how this impacts on service delivery.
<u>DUTIES</u>	:	Provide antenatal, labour, post-natal and women health services. Provide pediatric preventive, curative and school health services. Implement standard practice criteria and indicators for maternal & child care. Create and maintain a complete and accurate nursing record for individuals health care users. Facilitate and conduct perinatal and mortality meetings. Participate in health promotion and illness prevention initiatives. Maintain a constructive working relationship with the multidisciplinary team. Maintain a plan to improve the quality of maternal & child care. Monitor Performance Management and Development System (PMDS). Ensure the observation of in patients on 24 hours basis & that appropriate intervention processes are initiated timeously. Ensure implementation of National and Provincial guidelines. Ensure effective utilization of all resources in the department. Participate in implementation of NCS, norms and standard. Participate in Sukuma Sakhe Project.
<u>ENQUIRIES</u>	:	Ms. P.P.J Van Der Plank Tel No: (036) 488 1570 (ext. 8204)
<u>APPLICATIONS</u>	:	Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry (Ms. A.N Ngubane) Emmaus Hospital.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and certified copies of qualification certificates, service certificate including ID and (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence And Travelling Allowance Will Be Paid For Interview Attendance.
<u>CLOSING DATE</u>	:	21 August 2020 at 16:00
<u>POST 19/209</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY): OPERATING THEATRE REF NO: SAP 15/2020</u>
<u>SALARY</u>	:	R562 800 – R633 432 per annum. Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Homeowner's allowance (employee must meet prescribed requirements)
<u>CENTRE</u>	:	St Apollinaris Hospital

<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12) or equivalent qualification PLUS; Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Medical and Surgical Nursing Science (Operating Theatre Nursing) with duration of at least 1 year, accredited with the SANC. Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2020) Experience: A minimum of nine (9) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which at least five (5) years of the period referred to above must be appropriate/recognizable experience in Operating Theatre after registration in Medical and Surgical Nursing Science (Operating Theatre Nursing) Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as , Nursing Act, Health Act, Occupational Health and Safety Act, Patient's rights charter, Batho-Pele Principles, Public service regulations, Labour Relations Act, Disciplinary Code and Procedure, Communication skills, report writing skills, computer literacy, facilitation skills, networking skills, problem solving skills, planning/ organizing and ability to function as part of the team.
<u>DUTIES</u>	:	Co-ordination of optimal, holistic specialized nursing care provided within set standards and professional/legal framework. Manage effectively the utilization and supervision of resources. Co-ordination of the provision of effective and training research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	should be directed to Ms NN Somhlahlo Tel No: (039)8338013/8000
<u>APPLICATIONS</u>	:	Direct your application quoting the relevant referencenumber to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263 Hand delivered applications may be dropped in the application box at Security Department on or before the closing date before 16:00.
<u>FOR ATTENTION</u>	:	Human Resources Section
<u>NOTE</u>	:	Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of foreign qualifications 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. "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised are African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.
<u>CLOSING DATE</u>	:	24 August 2020
<u>POST 19/210</u>	:	<u>OPERATIONAL MANAGER NURSING: SPECIALTY (OBSTETRICS) REF NO: NDH 17/2020</u> Cluster: Nursing Department
<u>SALARY</u>	:	R562 800 – R633 432 per annum. Benefits 13th cheque, medical aid and housing allowance (optional and provided the incumbent meets the requirements)
<u>CENTRE</u>	:	Northdale Hospital: Pietermaritzburg
<u>REQUIREMENTS</u>	:	Senior Certificate/Grade 12, Current SANC Receipt (2020), Diploma or Degree in General Nursing and Midwifery, Current registration with SANC as a general nurse, A Post Basic Nursing qualification with duration of at least one year accredited with SANC in Advanced Midwifery and Neonatal Nursing Science, A minimum of 09 years appropriate/recognizable experience after registration as a Professional Nurse and Midwife, with the SANC. Five (5) years of the

period referred to above, must be appropriate/recognizable experience after obtaining a 1 year post basic qualification. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management Recommendation: Broad clinical knowledge in midwifery nursing science. Knowledge, Skills, Training And Competencies Required:- Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health facility. Demonstrate a basic understanding of HR and financial policies and practices. Knowledge of the priority programs and the management thereof.

DUTIES

: Assist with the UN Millenium Development Goals example reducing child mortality and the Saving Mothers Initiative: Assist in planning, organizing and monitoring of objectives of the Maternity unit. Ensure the implementation of National Core Standards & six national quality priorities. Initiate and lead all obstetric programs ie. PPIP, PMTCT, CARMMA, MBFHI and ESMOE etc. Ensure effective participation in all hospital programs ie. IPC, QA etc. 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 the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse Intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. 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. Demonstrate basic computer literacy as a support tool to enhance service delivery. Oversee and co-ordinate the integration of MCWH. Ensure timeous collection and submission of data. Monitor implementation of EPMDS. To rotate in Matrons office as part of career development. Relieve the ANM when on leave.

**ENQUIRIES
APPLICATIONS**

: Mrs. J Webster Tel No: (033) 3879010
 : All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200 OR Hand Deliver to: 1389 Dr. Chota Motala Road, Pietermaritzburg, 3200

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 21 August 2020

POST 19/211 : **OPERATIONAL MANAGER (MPIOYETHU) REF NO: EMS/17/2020**

SALARY : R562 800.per annum. Other benefits: Medical optional) 8% inhospitable allowance, 13th cheque, Medical Aid (Optional). Home owners allowance (employee must meet prescribed requirements)

CENTRE : Emmaus District Hospital

REQUIREMENTS : Standard 10 certificate/Grad 1 (Senior Certificate) .Degree/National Diploma in nursing that allow registration with SANC as professional Nurse and Midwife. A post basic Nursing qualification with a duration of at least one (1) year accredited with SANC IN Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. A Minimum of 9 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in general of which at least 5 years must be appropriate experience after obtaining the one year post basic qualification in Primary Health Care. Proof of current registration with SANC. Proof of previous and current work experience /Certificate of Service endorsed and stamped by Human Resource Department. Valid Driver's license EB (Code8) or C1 (Code 10).Knowledge & Skills Leadership, organizational, decision-making, supervisory and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge on nursing care processes and procedure, nursing statutes and other relevant legal framework. Ability to formulate patient care related policies, vision, mission and objective of the clinic. Communication and interpersonal skills including public relations, negotiating, coaching, conflict handling and counselling skills. Insight into procedure and policies pertaining nursing care, computer skills in basic programmes. Knowledge of TB / HIV AIDS, MCWH and other Communication and Non- Communication Disease Programmes. Financial and budgetary knowledge and skills pertaining to the relevant resource under management.

DUTIES : Responsible for overall supervision in the provision of an integrated quality and comprehensive Primary Health Care service delivery to the community .Ensure improved outcome by promoting health, prevention of diseases, curative and rehabilitative services to the client and community. Ensure PICT and adherence counselling is being provided to all clients in the facility. Promote advocacy, disclosure and adherence to treatment and care, thus, ensuring that facilities comply with the Batho Pele principles. Ensure the provision of primary prevention strategies and management of TB / HIV / AIDS,MCWH and other communicable and non-communication diseases. Ensure the availability of medication, essential equipment and supplies and proper utilization thereof. Participate in the monitoring HR performance through EPMSD .Support the realization and maintenance of Ideal Clinic programme (ICRM) and National Core Standards (NCS) in the facilities and ensure that facilities targets are met. Ensure data management is implemented and monitored. Support Operation Sukuma Sakhe activities. Maintain inter-sectoral collaboration with other government structures.

ENQUIRES : Ms.P.P. Van Der Plank Tel No: (036) 488 1570 Ext 8204

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

FOR ATTENTION : Human Resource Manager

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

CLOSING DATE : 21 August 2020 @ 16:00

<u>POST 19/212</u>	:	<u>OPERATIONAL MANAGER NURSING (PHC) REF NO: NGWE 33/2020</u> Isiboniso Clinic
<u>SALARY</u>	:	R562 800 – R633 432 per annum (Grade 1) Plus 8% Rural Allowance, 13 th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Ngwelezana Tertiary Hospital
	:	Diploma/Degree in General nursing that allows registration with South African Nursing Council as a Profession Nurse in General Nursing. One year post basic qualification in Primary Health Care Nursing. A minimum of 9 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, At least 5 years of the period referred above must be appropriate/ recognizable experience in Primary Health Care Unit after obtaining post basic qualification in Primary Health Care. Current registration with the SANC as a Professional Nurse. Proof of working experience (certificate of service) endorsed by Human Resource. Managerial skills Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to prioritize issues and other work related matters ant to comply with the time frames. High level 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 within the clinic. Oversee and provide a safe therapeutic environment in the allocated clinic that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable. Conduct compliance audit regularly. Establish effective communication between clinic and hospital, other health professionals and relevant stakeholders. Compile reports as means of reporting regularly. 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. Assist in the development and implementation quality assurance programs, policies, operational plan, standard operating procedures and guidelines for clinic. Oversee the improve quality care through reduction of patient complaints. Promote quality of nursing care as directed by the professional scope of 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 by clinic. 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. Attend to meetings and workshop as directed. 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 departmental initiatives including provincial priorities. Design operational plan on implementation of CBM within given population. Endure implementation of DHMIS and SOP in order to produce quality data.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs B.J Kubheka Tel No: (035) 901 7224
	:	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.
<u>FOR ATTENTION NOTE</u>	:	Mr M.P 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 in your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

- CLOSING DATE** : 28 August 2020 (Late applications will not be accepted)
- POST 19/213** : **OPERATIONAL MANAGER NURSING (PHC) REF NO: NGWE 34/2020**
Umkhontokayise Clinic
- SALARY** : R562 800 - R633 432 per annum (Grade 1) Plus 8% Rural Allowance, 13th Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Diploma/Degree in General nursing that allows registration with South African Nursing Council as a Profession Nurse in General Nursing. One year post basic qualification in Primary Health Care Nursing. A minimum of 9 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, At least 5 years of the period referred above must be appropriate/ recognizable experience in Primary Health Care Unit after obtaining post basic qualification in Primary Health Care. Current registration with the SANC as a Professional Nurse. Proof of working experience (certificate of service) endorsed by Human Resource. Managerial skills Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to prioritize issues and other work related matters ant to comply with the time frames. High level accuracy. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills.
- DUTIES** : Provide effective and professional leadership within the clinic. Oversee and provide a safe therapeutic environment in the allocated clinic that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable. Conduct compliance audit regularly .Establish effective communication between clinic and hospital, other health professionals and relevant stakeholders. Compile reports as means of reporting regularly. 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. Assist in the development and implementation quality assurance programs, policies, operational plan, standard operating procedures and guidelines for clinic. Oversee the improve quality care through reduction of patient complaints. Promote quality of nursing care as directed by the professional scope of 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 by clinic. 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. Attend to meetings and workshops as directed. 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 departmental initiatives including provincial priorities. Design operational plan on implementation of CBM within given population. Ensure implementation of DHMIS and SOP in order to produce quality data.
- ENQUIRIES** : Mrs B.J Kubheka Tel No: (035) 901 7224
- APPLICATIONS** : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1st Floor Admin Block.
- FOR ATTENTION** : Mr M.P Zungu
- NOTE** : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document,

educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions 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** : 28 August 2020 (Late applications will not be accepted)
- POST 19/214** : **OPERATIONAL MANAGER NURSING (PHC) GR1 REF NO: KDC 03 /2020 (X1 POST)**
Component: Kwadukuza 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 REQUIREMENTS** : Ileembe Health District Office
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 Nursing: PHC Supervisor) Tel No: (032) 437 3600
- APPLICATIONS** : To be forwarded to: The District Director Human Resources Department, Ileembe Health District Office, Private Bag X 10620, Stanger 4450.
- FOR ATTENTION** : Human Resource Section

- 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** : 21 August 2020
- POST 19/215** : **OPERATIONAL MANAGER NURSING GRADE 1 (SPECIALTY) REF NO: SMK03/2020 (X1 POST)**
- SALARY** : R562 800 – R633 432 per annum, basic salary,8% inhospitable allowance of basic salary,13th cheque, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements).
- CENTRE** : St Mary's Kwa-Magwaza District Hospital (Ndundulu Clinic)
- REQUIREMENTS** : Grade 12/ Senior Certificate, Basic R425 qualification (i.e Diploma / Degree in General Nursing and Midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least one (1) year in Curative Skills in Primary Health Care accredited with the SANC. Current registration (2020) with the SANC as Professional Nurse. A minimum of nine (09) years appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate /recognisable experience after obtaining one (1) year post basic qualification in the relevant specialty. Proof of current and previous experience endorsed by Human Resource Department (not certificate of service). Knowledge of Public Service Policies Act and Regulations. Knowledge of SANC Rules and Regulations .Good communication leadership interpersonal and problem solving skill. Knowledge of Code Of Conduct and Labour Relations. Ability to function well within the team. Conflict management and negotiation skills. Decision making and problem solving skill . Skill in organizing planning and supervising. Knowledge of Batho Pele and Patient's Right.
- DUTIES** : Promote conducive working environment for staff and patients. To plan monitor and evaluate all clinical programs implementation in the clinic. To ensure that environment is free from hazards and risks. To assess National Core Standards Audits, and Waiting Times and Ideal clinic realization performance and give feedback to all stakeholders. Overall supervision of all clinical activities within the clinic. Ensure that all protective material is available to prevent hospital acquired infections by employees. Conduct Orientation to new personnel and monitor progress at work. Monitor data and statistics and report to the next level. Monitor all financial, physical and human resources. Conduct in – service education for staff and community. Develop quality improvement plans. Ensure that all notifiable conditions are identified and reported to all levels of care as required. Implement all amicable solutions to challenges encountered during audits and report to hospital management. Organization and monitoring of set objectives provided within the norms and standards of nursing profession and nursing. Ensure availability, functionality and servicing of all equipment in the unity. Promote quality of care through implementation of NCS.
- ENQUIRIES** : Mrs P.D.Buthelezi Tel No: (035) 450 8256
- APPLICATIONS** : All applications should be posted to: The Chief Executive Officer: St Mary's KwaMagwaza Hospital Private Bag X808, Melmoth, 3835.

**FOR ATTENTION
NOTE**

: Human Resource Manager
: This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department 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 candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions 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. SMKH 01/2019. 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 acknowledge .However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. EET: African Male. NB: Preference will be given to African Male and people with disabilities.

CLOSING DATE

: 21 August 2020

POST 19/216

: **OPERATIONAL MANAGER NURSING GRADE 1 (SPECIALTY) REF NO: SMKH04/2020 (X1 POST)**

SALARY

: R562 800 – R633 432. per annum, basic salary,8% inhospitable allowance of basic salary,13th cheque, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements).

CENTRE

: St Mary's Kwa-Magwaza District Hospital (Mobile Clinic)

REQUIREMENTS

: Grade 12/ Senior Certificate, Basic R425 qualification (i.e Diploma/Degree in General Nursing and Midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least one (1) year in Curative Skills in Primary Health Care accredited with the SANC. Current registration (2020) with the SANC as Professional Nurse. A minimum of nine (09) years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate /recognisable experience after obtaining one (1) year post basic qualification in the relevant specialty. Proof of current and previous experience endorsed by Human Resource Department (not certificate of service). Knowledge of Public Service Policies Act and Regulations. Knowledge of SANC Rules and Regulations .Good communication leadership interpersonal and problem solving skill. Knowledge of Code Of Conduct and Labour Relations. Ability to function well within the team. Conflict management and negotiation skills. Decision making and problem solving skill . Skill in organizing planning and supervising . Knowledge of Batho Pele and Patient's Right.

DUTIES

: Promote conducive working environment for staff and patients. To plan monitor and evaluate all clinical programs implementation in the clinic. To ensure that environment is free from hazards and risks.. To assess National CORE Standards Audits, and Waiting Times and Ideal clinic realization performance and give feedback to all stakeholders. Overall supervision of all clinical activities within the clinic. Ensure that all protective material is available to prevent hospital acquired infections by employees. Conduct Orientation to new personnel and monitor progress at work. Monitor data and statistics and report to the next level. Monitor all financial, physical and human resources. Conduct in – service education for staff and community. Develop quality improvement plans. Ensure that all notifiable conditions are identified and reported to all levels of care as required. Implement all amicable solutions to challenges encountered during audits and report to hospital management. Organization

and monitoring of set objectives provided within the norms and standards of nursing profession and nursing. Ensure availability, functionality and servicing of all equipment in the unit. Promote quality of care through implementation of NCS.

- ENQUIRIES APPLICATIONS** : Mrs P.D.Buthelezi Tel No: (035) 450 8256
- FOR ATTENTION NOTE** : All applications should be posted to: The Chief Executive Officer: St Mary's KwaMagwaza Hospital Private Bag X808, Melmoth, 3835.
- Human Resource Manager
- This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department 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 candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions 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. SMKH 01/2019. 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 acknowledge .However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. EET: African Male. NB: Preference will be given to African Male and people with disabilities.
- CLOSING DATE** : 21 August 2020
- POST 19/217** : **OPERATIONAL MANAGER GENERAL STREAM (GRADE 1) REF NO: SMKH 05/2020 (X1 POST)**
- SALARY** : R444 276 –R500 031 per annum. basic salary , 8% inhospitable allowance of basic salary, 13th cheque, Medical Aid (Optional), Housing Allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : St Mary's Kwa-Magwaza District Hospital (Female Ward)
- Grade 12/ Senior Certificate Basic R425 qualification (i.e Diploma /Degree in General Nursing and Midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. Current registration (2020) with SANC as Professional Nurse. A minimum of seven (07) years appropriate recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current and previous experience endorsed by Human Resource Department. (not certificate of service). Knowledge of nursing care processed and procedures nursing status and other relevant legal frame work such as Nursing Act ,Mental Health Act OH&S Act, Batho Pele and Patient's Right Charter, Labour Relations Act, Grievance procedure etc. Leadership organizational decision making and problem solving abilities. Interpersonal skills including public relations, regulations, negotiating, conflict handling and counselling. Financial and budgetary knowledge . good in- sight of procedure and policies pertaining to nursing care. computer skills in basic programs. Knowledge of SANC rules and regular scope of practice , labour relations and departmental policies.
- DUTIES** : Organization and monitoring of set objectives provided within the norms and standards of nursing profession and nursing act. Delegation of duties and ensuring its implementation. Ensure implementation and monitoring of EPMDS. Promote open and transparent communication. Direct and indirect supervision of all human resource in the unit. Order and monitor appropriate levels of consumables according to unit needs. Ensure availability and management of medicine including Potential Harmful drugs. Ensure

availability, functionality and servicing of all equipment in the unit. Exercise control measures for resources in the unit. Promote staff development and training. Proper data management within the unit. Promote professionalism and ethics within the unit. Promote quality of care through implementation of NCS.

- ENQUIRIES** : Mrs P.D.Buthelezi Tel No: (035) 450 8256
- APPLICATIONS** : All applications should be posted to: The Chief Executive Officer: St Mary's KwaMagwaza Hospital, Private Bag X808, Melmoth, 3835.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department 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 candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions 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. SMKH 01/2019. 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 acknowledge. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. EET: African Male. NB: Preference will be given to African Male and people with disabilities.
- CLOSING DATE** : 21 August 2020
- POST 19/218** : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (INFECTION CONTROL) REF NO: SMKH 02/2020 (X1 POST)**
- SALARY** : Grade 1: R444 276 – R500 031 per annum. basic salary, 8% inhospitable allowance of basic salary, 13th cheque, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements).
- CENTRE** : St Mary's Kwa-Magwaza District Hospital (Monitoring & Evaluation)
- REQUIREMENTS** : Grade 12/ Senior Certificate, Basic R425 qualification (i.e Diploma / Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse. Current registration (2020) with SANC as Professional Nurse. A minimum of seven (07) years appropriate experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Recommendations, Computer Certificate. Proof of current and previous experience endorsed by Human Resource Department (not Certificate of service). Knowledge of Public Service Policies Act and Regulations. Knowledge of SANC Rules and Regulations. Good communication leadership interpersonal and problem solving skill. Knowledge of Code Of Conduct and Labour Relations. Ability to function well within the team. Conflict management and negotiation skills. Decision making and problem solving skills. Skill in organizing planning and supervising . Knowledge of Batho Pele and Patient's Rights.
- DUTIES** : Promote infection prevention and control guidelines that protects employees from occupational risks and hazards. To plan monitor and evaluate all infectious prevention and control practices. To ensure that environment is infection free and cleanliness is maintained. To perform infection control and National Core Standards Audits, and waiting times and give feedback to all stakeholders. Overall supervision of all infection and prevention activities within the Hospital and Clinics. Ensure that all protective material is available to prevent Hospital acquired infections by employees. Conduct orientation to new

personnel and also to give in-service education of infection prevention and control for all staff and patients. Monitor Covid 19 statistics and report to the next level. Conduct disease surveillance. Monitor infection rate using relevant tools and generate reports. Conduct washing audits. Develop quality improvement plans. Ensure that all notifiable conditions are identified and reported to all levels of care as required. Ensure that hand wash drives for both staff and community is done annually. Implement all amicable solutions to challenges encountered during audits and report to hospital management. Organisation and monitoring of set objectives provided within the norms and standards of nursing profession and nursing. Ensure availability, functionality and servicing of all equipment in the unit. Exercise control measures for resources in the unit.

- ENQUIRIES** : Mrs P.D.Buthelezi Tel No: (035) 450 8256
- APPLICATIONS** : All applications should be posted to: The Chief Executive Officer: St Mary's KwaMagwaza Hospital, Private Bag X808, Melmoth, 3835
- FOR ATTENTION** : Human Resource Manager
- NOTE** : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department 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 candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions 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. SMKX 01/2019. 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 acknowledge. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. EET: African Male. NB: Preference will be given to African Male and people with disabilities.
- CLOSING DATE** : 21 August 2020
- POST 19/219** : **CLINICAL PROGRAMME COORDINATOR (HIV / AIDS) REF NO: ETH 12/2020 (X1 POST)**
- SALARY** : Grade 1: R444 276 per annum. 13th Cheque, home owner's allowance, employer's contribution to pension and Medical aid optional (Employee must meet prescribed conditions)
- CENTRE** : EThekwini District Office
- REQUIREMENTS** : Grade 12 (senior certificate) Standard 10 or (Vocational National Certificate). Degree/Diploma in General Nursing & Midwifery. Current registration with SANC as General Nurse. A minimum of 7 years appropriate/ recognizable nursing experience as a General Nurse. Valid Driver's License (code EB). Certificate of Service for previous and current work experience endorsed and stamped by HR Office must be attached. Recommendations: Supervision or management experience in a HAST unit. NIMART Training. Knowledge, Skills, Training and Competence required: Report writing abilities. Financial management skills. Knowledge of District health system. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. Ability to work under pressure and meet tight deadlines. Understanding of the challenges facing the public health sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames.

<u>DUTIES</u>	<p>Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. Computer literacy with a proficiency in MS Office Software applications.</p> <p>Ensure that clinical audits are conducted at a Sub-District level. Provide support, guidance and mentoring to health facilities with an aim of improving quality of patient care. Ensure Programme integration into Sukuma Sakhe Objectives. Compile monthly, quarterly and annual reports and forward to Supervisor and respective Provincial Managers; Ensure HAST programmes implementation (ART/ CCMT/ HTS and HIV integration in the district. Analyze emerging health practices and trends and introduce remedial action in conjunction with health care specialists. Plan, organize and conduct community rallies and events that convey health messages and practices which support health programme strategies. Participate in the formulation of the District HAST operational and business plans. Monitor resources allocated for ART/CCMT/ HTS. Participate in activities aimed at fully integrating HIV and AIDS programmes to the main stream of PHC services. Facilitate and hold district HAST quarterly meetings. Support facility and sub- district HAST meetings. Facilitate and conduct regular meetings with NGOs supporting the programme with the assistance of the HIV and AIDS trainer Coordinating trainings and updates for NGOs and Health Care Workers. Promote preventive and promotive health services through community structures and organizations. Work in close collaboration with other stakeholders to implement the HAST programme. Ensure implementation and monitoring of integrated TB and HIV information systems in the district. Support implementation of COVID 19 activities.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>Ms ES Mbambo Deputy Director Clinical & Programmes Tel No: 031 2405313</p> <p>Direct your application quoting the relevant reference number to: The Human Resource Manager Ethekwini District Office, 83 King Cetshwayo Highway, Mayville, Durban, 4000 or be posted to: The Human Resource Manager, Ethekwini District Office, Private Bag X 54138, Durban, 4000.</p>
<u>NOTE</u>	<p>The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driving License – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.</p>
<u>CLOSING DATE</u>	<p>24 August 2020</p>
<u>POST 19/220</u>	<p><u>CLINICAL PROGRAM CO-ORDINATOR GRADE1 (HIV/AIDS): REF NO: AMAJ07/2020 (X1 POST)</u></p>
<u>SALARY</u>	<p>R444 276 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements claimable rural allowance.</p>
<u>CENTRE REQUIREMENTS</u>	<p>Amajuba Health District Office: Newcastle</p> <p>Valid Grade 12 or National Senior Certificate plus Diploma/ Degree in General Nursing and Midwifery, Current registration with SANC in receipt 2019 Minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in general nursing Proof of detailed current and previous work experience endorsed by Human Resource Recommendations Valid driver's license code B NIMART Certificate One year experience in HIV/ARV component knowledge, skills, training and competencies required:-Knowledge of finance as well as relevant acts and regulations. Sound management, negotiation, interpersonal and problem solving skills Good verbal and written communications skills. Good planning</p>

		and organizational skills Ability to make independent decision Extensive analytical skills and high levels of accuracy are requires.
<u>DUTIES</u>	:	Work with the district management team to communicate the importance of the use of unique IDs to all facility staff to improve patient tracing and tracking. Monitor and support implementation of UTT Policy by all facilities Ensure that there is a process of linking all HIV positive patients to care Ensure that performance targets are set and communicated for all staff (Lay counsellors, data capturers, clerks, NIMART nurses, CHWs etc.) categories and monitor performance. Strengthen the functioning of Differentiated Care program (Fast Lane, Adherence Club and CCMDD). Support and monitor activation of new external Pick Up Points by facilities to improve access to drug collection, reduce facility workload and decrease waiting times Provide feedback to Operational Managers with recommendations for improvements Submit weekly facility visits and performance reports with recommendations to Provincial HAST manager Participate in the weekly nerve centre meeting.
<u>ENQUIRIES</u>	:	Ms M.P Langa Tel No: (034) 328 7000
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The Acting Deputy Director: Human Resource Management Services: KZN Department of Health, Private Bag X6661, Newcastle, 2940 OR Hand delivered to: 38 Voortrekker Street, Newcastle.
<u>FOR ATTENTION</u>	:	Mr. VJ Khumalo Tel No: (034) 328 7000
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Males are encouraged to apply and people with disability also should feel free to apply. Employment equity target for this post is African Male.
<u>CLOSING DATE</u>	:	21 August 2020
<u>POST 19/221</u>	:	<u>CLINICAL PROGRAM CO-ORDINATOR GRADE1- COMMUNICABLE DISEASES CONTROL) CDC REF NO: AMAJ08/20209 (X1 POST)</u>
<u>SALARY</u>	:	R444 276 per annum. Other Benefits: 13 th Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements
<u>CENTRE</u>	:	Amajuba Health District Office: Newcastle
<u>REQUIREMENTS</u>	:	Valid Grade 12 or National Senior Certificate plus Diploma/ Degree in General Nursing and Midwifery, Current registration with SANC in receipt 2019 Minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in general nursing Proof of detailed current and previous work experience endorsed by Human Resource Recommendations Valid driver's license code B Knowledge, Skills, Training And Competencies Required:-Knowledge of finance as well as relevant acts and regulations. Sound management, negotiation, interpersonal and problem solving skills Good verbal and written communications skills. Good planning and organizational skills Ability to make independent decision Extensive analytical skills and high levels of accuracy are requires.
<u>DUTIES</u>	:	Develop, implement and manages the District surveillance plan of all communication diseases. Ensure that all facilities are trained of notification medical conditions Ensure that reporting by the facilities is done as required

and all surveillance data is captured and transmitted to Provincial level timeously. Evaluate all District surveillance data / information of communicable diseases with regards to diseases trend and patterns on daily, weekly, monthly, quarterly yearly and advises the District management team accordingly. Analysis all reports receive, conducts, coordinates and manage case investigation / outbreak.

ENQUIRIES : Ms M.P Langa Tel No: (034) 328 7000
APPLICATIONS : All applications should be forwarded to: The Acting Deputy Director: Human Resource Management Services: KZN Department of Health, Private Bag X6661, Newcastle, 2940 Or Hand delivered to: 38 Voortrekker Street, Newcastle

FOR ATTENTION : Mr V.J Khumalo Tel No: (034) 328 7000
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Males are encouraged to apply and people with disability also should feel free to apply. Employment equity target for this post is African Female.

CLOSING DATE : 21 August 2020

POST 19/222 : **SESSIONAL MEDICAL OFFICER (GRADE 1, 2 & 3) REF NO: NDH 14/2020**
Cluster: Medical - Covid 19 Care

SALARY : Grade 1: R410 800 per annum
Grade 2: R470 080 per annum
Grade 3: R544 960 per annum
(01 X 20 HRS)

CENTRE : Northdale Hospital: Pietermaritzburg
REQUIREMENTS : Senior Certificate/Grade 12, MBCHB Degree Plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. **Grade 1:** Experience: Experience: Not Applicable. Foreign qualified candidates requires 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 3:** Experience: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Recommendation: Appropriate experience in Orthopaedics in relation to Grade 2 and Grade 3 post would be an advantage Knowledge, Skills, Training And Competencies Required:- Clinical knowledge, competency and skills as a generalist at District Hospital level. Experience in General Medicine, Medical Outpatients, Antiretroviral therapy is a recommendation. Well versed with recommended PPE in relation to Covid 19. Good communication skills,

leadership and decision making qualities. Management and organizational skills. Ability to diagnose and manage common medical problems including emergencies in all disciplines of medicine. Knowledge and experience with respect to Covid19 care will be an added advantage.

DUTIES

: Manage patients presenting to district level OPD, In-patients services and Acute medical Emergencies. Ability to see patients with undifferentiated conditions that are suspected to be exposed to and/or symptomatic with Covid 19 signs and symptoms at the designated "Flu Clinic". Perform detailed history taking and examination including recommended swabbing in relation to Covid19. Ability to triage and appropriately manage suspected or Confirmed Covid 19 patients. Participate in PUI(Patient Under investigation) and Covid 19 ward rounds as delegated. Ensure that Clinical audits ,Standard Treatment Guidelines and quality assurance initiatives are implemented. Maintain clinical, professional and ethical standards related to these services. Ability to make clinical judgements and participate in the process of patient admissions or referral to higher level of care. Participate in training and supervision of junior staff including Interns and Medical Students. Perform duties as delegated by supervisor in all areas of Northdale hospital including support to Primary Health Care Services. Working times will be structured and the incumbent will be required to work at different times during the workday.

**ENQUIRIES
APPLICATIONS**

: Dr. RM Chetty Tel No: (033) 3879088
: All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200 OR Hand Deliver to: 1389 Dr. Chota Motala Road, Pietermaritzburg, 3200.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 21 August 2020

POST 19/223

: **CLINICAL NURSE PRACTITIONER GRADE 1 (PHC): KWADABEKA
COMMUNITY HEALTH CENTRE (HALLEY STOTT CLINIC) REF NO: KDC
04/2020 (X4 POSTS)**
Cluster: Primary Health Care

SALARY

: R383 226 per annum (An all Inclusive Salary) plus 13th Cheque, Medical Aid (optional), Home Owners Allowance, etc, (employee must meet the prescribed requirements) and 8% in-hospitable allowance of basic salary.

**CENTRE
REQUIREMENTS**

: Halley Stott Clinic
: Senior Certificate/Grade 12 or equivalent; Degree/Diploma) in General Nursing and Midwifery; Registration with SANC as a General Nurse and Midwife; Post-basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care (PHC) or equivalent qualification with a duration of one year; A minimum of 4 years recognizable Professional Nurse experience after registration as a General Nurse; 2020 Certificate to Practice (SANC registration) from SANC as a General Nurse and Primary Health Care Nurse

(mere proof of registration will not be accepted); and Proof of current and previous work experience (certificate of service) endorsed by the Human Resource Manager or Delegated person. A valid Driver's License (Code 08/Code10). Competencies: Knowledge of nursing care processes and procedures, policies, relevant government prescripts and Nursing Act 50 of 1978 as amended. Planning, leadership, organizational, decision making and problem solving skills. Interpersonal skills, negotiating, conflict management and counselling. Knowledge of financial and Human Resource Management. Ability to function independently as a Clinical Nurse Practitioner. Ability to display Nursing Ethics and Professionalism in the workplace. Willingness to respond to patient's needs and expectations. Be prepared to work shifts, weekends, night duty and public holidays.

DUTIES

: Plan, organize and implement unit objectives in consultation with the Operational Manager Nursing/Clinic Facility Manager. Provision of an integrated quality and comprehensive Primary Health Care services by promoting Health, prevention of diseases, curative and rehabilitative services to the clients and community. Participate in implementation of clinical policies, procedures and guidelines at a PHC level. Implement and advocate for preventive and promotive health initiatives for clients in the facility and catchment area. Maintain intersectoral collaboration with other government structures. Ensure effective and efficient utilization of allocated resources. Provides primary prevention strategies and management of communicable disease and non-communicable diseases. Maintain accurate and updated records and data. Support colleagues and junior personnel to ensure proper nursing care in the area of practice. Provision of good quality care according to ideal Clinic Realization and Maintenance (ICRM) and National Core Standard (NCS). Ensure clinical intervention of clients, administration of prescribed medication and observation of patient's condition. Facilitate implementation of 90/90/90 strategy in critical indicators. Participate in multi-disciplinary team and quality assurance activities. Ensure availability of medication, essential equipment and supplies and proper utilization thereof. Provide PICT and adherence counselling to all clients. Assist and identify training needs of the staff to increase level of expertise and assist patients and families to develop sense of self care. Collate, Analyze, and validate data prior to submission to supervisor. Participate in the development and implementation of quality improvement plans in the unit. Maintain client satisfaction, through quality service, innovation and nursing care by upholding relevant principles. Ensure staff development and performances by implementing EPMS.

ENQUIRIES

: Mrs ZT Mazeka Tel No: (031) 714 3781

APPLICATIONS

: All applications should be forwarded to: The Human Resource Manager: KwaDabeka Community Health Centre: KZN Department of Health, PO Box 371, Clernaville 3602 or hand delivered to KwaDabeka Community Health Centre, 4 Khululeka Road, KwaDabeka Township (next to KwaDabeka Elangeni FET College)

FOR ATTENTION NOTE

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

are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

- CLOSING DATE** : 21 August 2020
- POST 19/224** : **PROFESSIONAL NURSE (SPECIALTY) GRADE 1 OR 2 REF NO: SAP 14/2019**
- SALARY** : Grade 1: R383 226 - R444 276 per annum
Grade 2: R471 333 - R579 696 per annum
Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Homeowner`s allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : St Apollinaris Hospital
Senior Certificate (Grade 12) or equivalent qualification PLUS; Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in Child Nursing Science with duration of at least 1 year, accredited with the SANC. Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2019) Experience: **Grade 1:** A minimum of four (4) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nurse with one year Post basic qualification in Child Nursing Science. **Grade 2:** A minimum of fourteen (14) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing of which at least ten (10) years of the period referred to above must be appropriate or recognizable experience in Paediatric Ward After Obtaining 1 Year Post Basic Qualification In Child Nursing Science. Skills: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. A sound knowledge of the Provincial Health Act of 2000, Nursing Act, Occupational Health and Safety Act of 1995.
- DUTIES** : Monitoring result of environmental surveys. Delegate duties and support staff in executing of patient care delivery. To do re-adjustment as required on shift to provide adequate nursing coverage. Assist in orientation and mentoring of all nursing staff and orientation of other staff. To assist in the planning and coordinating of training and promote leaning opportunity for all nursing categories. To maintain code of conduct for the public services and the professional body. To complete patient related data and partake in research. To do re-adjustment as required on shift to provide adequate nursing coverage. Assess suitability of equipment and consumable for specialized areas. Assist in relief duties of the supervisor. Act as junior shift leader on both day and night shifts.
- ENQUIRIES APPLICATIONS** : Should be directed to Mrs NG Myeza Tel No: (039) 8338113/8000
- FOR ATTENTION** : Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263. Human Resources Section, Hand delivered applications may be be dropped in the application box at Security Department on or before the closing date before 16:00.
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of foreign qualifications 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. "People with

disabilities should feel free to apply". The target group in terms of employment equity for posts advertised are African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

- CLOSING DATE** : 24 August 2020
- POST 19/225** : **PROFESSIONAL NURSE SPECIALTY (GRADE1-2) REF NO: SMKH 06/2020 (X1 POST)**
- SALARY** : Grade1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R444 276 per annum
Basic salary, 8% inhospitable allowance of basic salary, 13th cheque, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements).
- CENTRE** : St Mary's Kwa-Magwaza District Hospital (Maternity)
- REQUIREMENTS** : **Grade1:** Grade 12/ Senior Certificate. Basic R425 qualification (i.e. Diploma / Degree in General Nursing and Midwifery). Registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery. A post-basic nursing qualification (Maternity) with a duration of at least one (1) year accredited with the SANC. Proof of current registration 2020. A minimum of four (4) years appropriate experience after registration as Professional Nurse with the SANC in General Nursing. **Grade2:** A minimum of fourteen (14) years actual service and or appropriate / recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period must be appropriate/recognizable experience in Maternity after obtaining the relevant 1 year post basic required for relevant specialty. Proof of previous and current experience endorsed by Human Resource Department (not certificate of service) Knowledge and experience of Public Service Policies, Acts and Regulations. Sound management, negotiation, interpersonal and problem solving skills. Good verbal and written communication skills. Knowledge of Labour Relations and disciplinary procedures. Clinical competencies. Knowledge of nursing care delivery approaches. Analytical thinking, decision-making and conflict management skills.
- DUTIES** : Assist in planning and monitoring of the objectives of the unit. Provide therapeutic environment for staff, patient and public. Delegate duties to staff and support them in execution of holistic service delivery. Liaise and communicate with the multi-disciplinary team within the hospital. Assist with allocation of duties on day-to day basis for both day and night staff. Assist in record keeping and providing statistical information or training of staff. Assist in doing EPMDS for staff below him/ her. To order and monitor levels of consumables according to norm and standards. To check all equipment for functionality and refer those who need repairs. Do daily emergency trolley checking and replenishment. To complete patient related data in relevant tools. Relieve the operational manager duties and act as shift leader when on duty. To maintain professionalism and ethics in the equipment.
- ENQUIRIES** : Mrs E.T. Sithole Tel No: (035) 450 8203
- APPLICATIONS** : All applications should be posted to: The Chief Executive Officer: St Mary's KwaMagwaza Hospital Private Bag X808, Melmoth, 3835.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department 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 candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions 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. SMKH 01/2019. 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 acknowledge. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. EET: African Male. NB: Preference will be given to African Male and people with disabilities

- CLOSING DATE** : 21 August 2020
- POST 19/226** : **PROFESSIONAL NURSE (SPECIALITY) GRADE 1 & 2: ADMISSIONS, ANTENATAL & LABOUR REF NO: PNS1/ADM/20 (X2 POSTS)**
- SALARY** : Grade 1: R383 226 - R444 276 per annum
Grade 2: R471 333 - R579 696 per annum
Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)
- CENTRE REQUIREMENTS** : Addington Hospital: KwaZulu-Natal
Experience: **Grade 1:** A minimum of 4 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. A post-basic qualification with a duration of at least 1 year accredited with SANC in the relevant Speciality. **Grade 2:** A minimum of 14 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate/Recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty: Certified copy of Degree/Diploma in General Nursing and Midwifery. Certified copy of Registration Certificate with SANC as a General Nurse and Midwife. Certified copy of current registration receipt (2020) with SANC. Certified copy of Post Basic qualification in the relevant Specialty: Advanced Midwifery and Neonatal Nursing Science accredited by the South African Nursing Council. Post Basic qualification in the relevant Specialty: Advanced Midwifery and Neonatal Nursing Science accredited by SANC. Certified copies of letter of service stating relevant experience as a Professional Nurse. SAQA verification if applicable, obtainable from Human Resource Department. Recommendation: 1 – 2 years' experience in Neonatal would be an advantage. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills Conflict management and negotiation skills. Project Management skills. Must have good knowledge of Cardiac Conditions. Basic Computer skills.
- DUTIES** : Provide comprehensive, quality nursing care to patients/clients in a Speciality unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order and monitor appropriate level of consumables. Ensure that equipment in the unit is adequate and is checked and in working order. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records. Participate in teaching of staff and mothers/relatives, and mentorship of junior staff and trainees. Implement plan of action in emergency situations according to protocols and guidelines. To attend monthly nursing and multidisciplinary meetings, and implement action plans Ensure MCWH and BFHI Programmes are properly

implemented. Conduct audits and implement quality improvement programmes. Uphold the Batho Pele Principles and Patient Rights Charter. Relieve the Operational Manager for short and long term absences. Adhere to Infection Prevention and Control Guidelines. Hours of Duty: 40 Hours per week. Shift work – Day and Night duty. Note: Employment Equity: Preference will be given to the following candidates as per Employment Equity target: African Male. Any person with disability regardless of race and gender.

ENQUIRIES
APPLICATIONS

: Matron B N Ndhlovu Tel No: (031) 327 2000
: All applications to be posted to: The Human Resource Dept, Addington Hospital, P O Box 977 Durban, 4000 Or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will Not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview. Employment Equity for the Post Is: African Male.

CLOSING DATE

: 21 August 2020

POST 19/227

: **PROFESSIONAL NURSE (SPECIALTY) PSYCHIATRY REF NO: PNS1\PSYCH/2020 (X 1 POST)**

SALARY

: Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)

CENTRE
REQUIREMENTS

: Addington Hospital: KwaZulu-Natal
: Degree/Diploma in General Nursing and Midwifery. Registration Certificate with SANC as a General Nurse and Midwife. Degree/Diploma – Post Basic qualification – Advance Psychiatry Nursing Science. Post Basic registration certificate accredited by SANC in the relevant Speciality: Advance Psychiatry Nursing Science. Current registration receipt with SANC. In-Service applicants to produce SAQA verification, may be requested from your Human Resource Dept. Certified copies of certificates of service stating relevant experience as a Professional Nurse AND Professional Nurse (Speciality) experience in Psychiatry. Updated Curriculum Vitae with email address and current cell phone number must be indicated. Experience: A minimum of 9 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/Recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Recommendation: At least 1 – 2 years' Supervisory experience in a Psychiatric Unit. Must be indicated on certificate of service. Degree/Diploma in Nursing Management would be an advantage Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures. Knowledge of nursing status and relevant legal framework. Knowledge of Human Resource Policies. Operational Management, co-ordination, networking liaison skills. Good communication, interpersonal relations, problem solving, conflict management skills. Sound knowledge of disciplinary processes and grievance procedures. Planning and organizing report writing skills. People management and financial management skills. Change management. Knowledge of Occupation Health and Safety, infection control, medical waste and risk assessment and Mental Health Care Act and team building supervisory skills. Basic computer literacy skills.

- DUTIES** : Manage and lead the unit in rendering efficient and professional nursing care as laid down by the Nursing Act. Engages in clinical assessment of Mental Health Care Users in a specialised Psychiatric setting. Work effectively, co-operatively, amicably at supervisory level with person of diverse intellectual cultural racial or differences. Ensure provision of optimal, holistic, specialised care in accordance with laws and regulations relevant to nursing and health care in the Unit. Participate in training and research with a view to increase body of knowledge in a specialised psychiatric setting. Implement standards, practices, criteria and indicators for quality nursing practices. Maintain constructive working relationships with nursing and other stakeholders i.e. inter-professional and multi-disciplinary team work. Exercise control and account for expenditure by managing and monitor utilization of human, financial and material resources. Participate in the analysis, formulation and implementation of nursing guideline, practices, standards and procedures. Manage effectively the utilization and supervision of human, financial, physical and material resources and services Manage the disciplinary and grievance matters including monitoring and managing from absenteeism in terms of laid down policies and procedures. Maintain professional growth/ethical standards and development of self and personnel, by analyzing their needs, formulating and implementing the training and developmental strategies and monitoring its effectiveness. Ensure performance reviews for all staff in the unit i.e. EPMDS. Participate in health promotion and illness prevention initiatives within the Institution. Hours Of Duty: 40 Hours per week. Shift work – Day and Night duty.
- ENQUIRIES** : Mrs B N Ndhlovu Tel No: (031) 327 2000
- APPLICATIONS** : All applications to be posted to: Recruitment, Human Resource Dept, Addington Hospital, P O Box 977 Durban, 4000 Or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.
- NOTE** : Employment Equity: Preference will be given to the following candidates as per Employment Equity target: African Male. Any person with disability regardless of race and gender.
- CLOSING DATE** : 21 August 2020
- POST 19/228** : **PROFESSIONAL NURSE (SPECIALTY) OPERATING THEATRE REF NO: PNS3\OT/2020 (X2 POSTS)**
- SALARY** : Grade 1: R383 226 per annum
Grade 2: R 471 333 per annum
Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)
- CENTRE** : Addington Hospital: KwaZulu-Natal
- REQUIREMENTS** : Degree/Diploma in General Nursing and Midwifery. Registration Certificate with SANC as a General Nurse and Midwife. Degree/Diploma – Post Basic qualification – Operating Theatre Nursing Science. Post Basic registration certificate accredited by SANC in the relevant Speciality: Operating Theatre Nursing Science. Current registration receipt with SANC (2020). In-Service applicants to produce SAQA verification if available may be requested from your Human Resource Dept. Certified copies of certificates of service stating relevant experience as a Professional Nurse AND Professional Nurse (Speciality) experience in Operating Theatre. Updated Curriculum Vitae with email address indicated. Experience **Grade 1**: A minimum of 4 years appropriate recognizable experience in Nursing after registration as a Professional Nurse and Midwife with the South African Nursing Council. A post-basic Qualification with a duration of at least 1 year in the relevant Speciality. Experience **Grade 2**: A minimum of 14 years appropriate recognisable 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/Recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Recommendation: at least 1 – 2 years' experience in Operating Theatre Nursing would be an advantage. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project Management skills. Basic Computer skills.

- DUTIES** : Provide comprehensive, quality nursing care to patients/clients in a specialty unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order appropriate level of consumables and monitor utilization. Ensure that equipment in the unit is adequate and is checked and functional. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records. Hours Of Duty: 40 Hours per week. Shift work – Day and Night duty.
- ENQUIRIES** : Matron B N Ndhlovu Tel No: (031) 327 2000
- NOTE** : Employment Equity: Preference will be given to the following candidates as per Employment Equity target: African Male. Any person with disability regardless of race and gender.
- APPLICATIONS** : All applications to be posted to: The Human Resource Dept, Addington Hospital, P O Box 977 Durban, 4000 Or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.
- CLOSING DATE** : 21 August 2020
- POST 19/229** : **PROFESSIONAL NURSE (SPECIALTY) TRAUMA REF NO: PNS1\TRAUMA/2020 (X1 POST)**
- SALARY** : Grade 1: R383 226 per annum
Grade 2: R 471 333 per annum
Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)
- CENTRE** : Addington Hospital: KwaZulu-Natal
- REQUIREMENTS** : Experience: **Grade 1:** A minimum of 4 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. A post-basic qualification with a duration of at least 1 year accredited with SANC in the relevant Speciality. **Grade 2:** A minimum of 14 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate/Recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Degree/Diploma in General Nursing. Post Basic Diploma qualification in Trauma & Emergency Nursing Science OR Critical Care Nursing Science (Trauma). Registration Certificate with SANC as a General Nurse. Registration Certificate with SANC – Post Basic Trauma & Emergency OR Critical Care Nursing Science Trauma or General. Current registration receipt (2020) with SANC or proof of payment. Certified copies of letter of service stating relevant experience as a Professional Nurse General Nursing/ Professional Nurse Speciality. In-Services applicants to produce SAQA verification of qualification if applicable – may be obtained from your Human Resource Department. Detailed Curriculum Vitae – please indicate current mail address. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project Management skills. Basic Computer skills.
- DUTIES** : Provide comprehensive, quality nursing care to patients/clients in a specialty unit in a cost-effective, efficient manner. Assist in planning, organizing and

monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order and monitor appropriate level of consumables. Ensure that equipment in the unit is adequate and is checked and in working order. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate and understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records. Hours Of Duty: 40 Hours per week. Shift work – Day and Night duty.

- ENQUIRIES** : Mrs B N Ndhlovu Tel No: (031) 327 2000
- APPLICATION** : All applications to be posted to: Recruitment, Human Resource Dept, Addington Hospital, P O Box 977 Durban, 4000 Or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.
- NOTE** : Employment Equity: Preference will be given to the following candidates as per Employment Equity target: African Male. Any person with disability regardless of race and gender.
- CLOSING DATE** : 21 August 2020
- POST 19/230** : **CLINICAL NURSE PRACTITIONER GR 1 & 2 REF NO: CNPS1\GATEWAY/2020**
- SALARY** : Grade 1: R383 226 per annum
Grade 2: R 471 333 per annum
Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)
- CENTRE** : Addington Hospital: KwaZulu-Natal
- REQUIREMENTS** : Experience: **Grade 1:** A minimum of 4 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. A post-basic qualification with a duration of at least 1 year accredited with SANC in the relevant Speciality. **Grade 2:** A minimum of 14 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate/Recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification in the relevant specialty. Minimum Requirements: Certified copies of Degree/Diploma in General Nursing and Midwifery. Certified copy of Registration certificate with SANC in General Nursing and Midwifery. Certified copy of certificate of one year Post Basic Qualification in the relevant specialty i.e. Clinical Health Assessment, Treatment and Care accredited by the SANC. Current Registration receipt with the South African Nursing Council (2020). Certified copies of letters of service stating relevant experience as a Professional Nurse Plus experience in the specialty- Primary Health Care applicable. SAQA verification from Human Resource Department if applicable. Recommendations: At least 1 - 2 year experience in a Primary Health Care setting would be an advantage. A valid driver's license (Code 08) would be a recommendation. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Good verbal and written communication and report writing skills. Leadership, decision making and problem solving skills. Conflict management and negotiation 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 by promoting preventative, curative and rehabilitative services for the clients and community. Assist in the accident and emergency department to screen and treat patients appropriately in order to reduce congestion and facilitate waiting times. Provide comprehensive, quality nursing care to adults and children in a cost-effective and efficient manner. Assist in planning, organizing and monitoring of objectives of the Primary Health Care facility. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Plan and organise own work and that of support personnel to ensure proper nursing care. Able to implement the institutional major incident (disaster) plan as required Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of a multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render safe patient service and improve client satisfaction. Maintain accurate and complete patient records including monitoring and evaluation of management of care provided to the clients. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff and participate in meeting the training needs of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order and monitor appropriate levels of consumables. Ensure that equipment in the unit is adequate and is checked and in working order. Provide for a safe, therapeutic and hygienic environment. Ensure accurate compilation of statistics as required for evaluation and future planning. Hours Of Duty: 40 Hours per week; Shift work – Day and Night duty.

ENQUIRIES
APPLICATIONS

: Mrs B N Ndhlovu Tel No: (031) 327 2000
: All applications to be posted to: Recruitment, Human Resource Dept, Addington Hospital, P O Box 977 Durban, 4000 Or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.

NOTE

: Employment Equity: Preference will be given to the following candidates as per Employment Equity target: African Male. Any person with disability regardless of race and gender.

CLOSING DATE

: 21 August 2020

POST 19/231

: **PROFESSIONAL NURSE (SPECIALTY) PAEDIATRIC NURSING REF NO: PNS3\PAEDS/2020 (X1 POSTS)**

SALARY

: Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)

CENTRE
REQUIREMENTS

: Addington Hospital: KwaZulu-Natal
: Degree/Diploma in General Nursing and Midwifery. Registration Certificate with SANC as a General Nurse and Midwife. Degree/Diploma – Post Basic qualification – Child Nursing Science. Post Basic registration certificate accredited by SANC in the relevant Speciality: Child Nursing Science. Current registration receipt with SANC (2020). In-Service applicants to produce SAQA verification, this may be requested from your Human Resource Dept. Certified copies of certificates of service stating relevant experience as a Professional Nurse AND Professional Nurse (Speciality) experience in Child Nursing Science. Updated Curriculum Vitae with email address and current cell phone number indicated. Experience: **Grade 1:** A minimum of 4 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. A post-basic qualification with a duration of at least 1 year accredited with SANC in the relevant Speciality. **Grade 2:** A minimum of 14 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate/Recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frame works. Good verbal and written communication and report writing skills. Decision making

- and problem solving skills. Conflict management and negotiation skills. Project Management skills. Basic Computer skills.
- DUTIES** : Provide comprehensive, quality nursing care to patients/clients in a specialty unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Ensure that equipment in the unit is adequate and is checked and in working order. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records. Hours Of Duty: 40 Hours per week. Shift work – Day and Night duty.
- ENQUIRIES** : Mrs B N Ndhlovu Tel No: (031) 327 2000
- APPLICATIONS** : All applications to be posted to: Recruitment, Human Resource Dept., Addington Hospital, P O Box 977 Durban, 4000 Or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.
- NOTE** : Employment Equity: Preference will be given to the following candidates as per Employment Equity target: African Male. Any person with disability regardless of race and gender.
- CLOSING DATE** : 21 August 2020
- POST 19/232** : **PROFESSIONAL NURSE: SPECIALTY-PAEDIATRICS REF NO: UNTU 12/2020**
- SALARY** : Grade 1: R383 226 - R444 276 per annum
Grade 2: R471 333 - R579 696 per annum
Plus 13th cheque
Other benefits: housing allowance (employee must meet prescribed requirement) medical aid (optional) and rural allowance is 8%
- CENTRE** : Untunjambili Hospital
- REQUIREMENTS** : Matric/Senior Certificate (grade 12 certificates) Certificate copy of identity document diploma / Degree in General Nursing with Midwifery Proof of current registration with SANC.1 year post basic qualification in child Nursing Science. NB: Certificates Of Service Endores by HR Department Must Be Attached
Grade 1: Minimum of 4 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. **Grade 2:** Minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing. At least 10 years of the period referred to above must be appropriate /recognizable experience in the specific specialty after obtaining the one year post basic qualification in pediatrics. Current registration receipt with SANC 2020.Certificate of service from current and previous employers stamped by human resource. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure etc. Good communication skills, Report writing skills, Facilitation skills, Coordination skills, Planning and organizing skills, Ability to function as part of a team. Decision making skills, Computer.
- DUTIES** : Provide and manage all resources within the unit cost effectively and ensure optimal service delivery. Participate in the analysis, formulation and monitoring of objective policies and procedures including quality improvement programs.

Participate in staff development using EPMSD system and other related programs and training. Maintain professional growth, ethical standards through the code of conduct for Public Service and Professional body. Provide direct and indirect supervision of all nursing and to give guidance. Assist in orientation, induction and monitoring of all nursing staff. Demonstrate effective communication within patients, supervisors, multi-disciplinary team and other clinicians, including report writing when required and patient's records. Provide comprehensive holistic specialized quality nursing care to patients' as a member of the multi-disciplinary team according to the identified needs within the professional legal framework. Provide support to nursing service by assistant with relief duties of the supervisors acting s junior shift leader on both day and night duty as required. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty. Encourage and support child survival programs e.g. IMC, PMTCT, EPI, and KMC. Assist Operational Manager by participating in NCS Programs.

- ENQUIRIES** : Mrs CN Ndandane Tel No: (033) 4441259
- APPLICATIONS** : Please post to HR Manager: Mrs L.A Mkhize, Private Bag X216, Kranskop, 3268
- 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.
- CLOSING DATE** : 21 August 2020
- POST 19/233** : **PROFESSIONAL NURSE: SPECIALITY (THEATRE) REF NO: NDH 16/2020 (X2 POSTS)**
Cluster: Nursing Department
- SALARY** : R383 226 – R444 276 per annum. Benefits: 13th cheque, medical aid and housing allowance (optional and provided the incumbent meets the requirements)
- CENTRE REQUIREMENTS** : Northdale Hospital: Pietermaritzburg
Senior Certificate/ Grade 12, Current SANC Receipt (2020), Diploma or Degree in General Nursing and Midwifery, Current registration with SANC as a general nurse, A Post Basic Nursing qualification with duration of at least one year accredited with SANC in one of the specialities, A Minimum of four (4) years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing and Diploma in Theatre Technique Knowledge, Skills, Training And Competencies Required:- Knowledge of Public Service Policies, Acts and regulations, Knowledge of SANC rules and regulations, Good communication, leadership, interpersonal and problem solving skills, Knowledge of Code of Conduct Labour Relations, Conflict management and negotiation skills, Ability to function well within a team, Skills in organizing, planning and supervising, Knowledge of Batho Pele principles and patients' rights charter.

<u>DUTIES</u>	:	Demonstrate a basic understanding of HR and financial policies and practices, Execute quality care in a specialized unit in accordance with the scope of practice and nursing standards, Must be able to handle surgical and obstetrical emergencies, Take lead in peri-operative care delivery, Partake in the resuscitation and stabilizing of critically injured and ill patients, Participation in implementation of National Core Standards, Participate in clinical audits and data management meetings, Ensure proper management and utilization of resources, Ensure accurate record keeping, Ensure self and staff development through in service training.
<u>ENQUIRIES</u>	:	Mrs. J Webster Tel No: (033) 3879010
<u>APPLICATIONS</u>	:	All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200 OR Hand Deliver to: 1389 Dr. Chota Motala Road, Pietermaritzburg, 3200
<u>FOR ATTENTION</u>	:	Mrs. J Webster
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. People with disabilities are encouraged to apply and the target group in terms of employment equity target for an advertised post is an African Male.
<u>CLOSING DATE</u>	:	21 August 2020
<u>POST 19/234</u>	:	<u>ASSISTANT DIRECTOR: FINANCE) REF NO: UNTU 02/2020</u>
<u>SALARY</u>	:	R376 596 per annum. Other Benefits: 13 th Cheque, Medical Aid (Optional), Housing Allowance (Employee Must Meet Prescribed Requirements)
<u>CENTRE</u>	:	Untunajambili Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate or Standard Ten/ Grade 12 National Diploma/ in Finance / Supply Chain. Of which three years (03) must be in a supervisor level. A valid driver's license Code B (08) NB: The proof of current and previous work experience (Certificate of Service) endorsed and stamped by HR must be attached (compulsory Management and organizational skills. Good listening, writing and communication skills. Compute skills, MS Office, proficiency in Microsoft Excel. Good Leadership, management and decision making skills. Knowledge of current Health Public Service Policies, Regulations and Legislations including medical ethics, epidemiology and statistics .Extensive knowledge of BAS and knowledge of PERSAL System.
<u>DUTIES</u>	:	The incumbent will be responsible for both the hospital & clinics that fall under the hospital Improve Financial Management for the Hospital and the clinics. Ensuring the facility has an effective cash flow management system. Monitor the % of budget spent according to projection. Ensure that the Facility has an approved Procurement Plan and Improve Supply Chain Management. Ensure that department needs in strategic objectives and Budget is aligned to APP. Approved Bid Committee to ensure effective SCM processes. Ensure the implementation of the total quality management framework and compliance to National Core Standards. Ensure clearance of suspense account and proper debt management. Ensure effective functioning of Cash Flow Committee, Board of Survey, Quotation Committee and Loss Control Committee. Ensure that equipment, goods & services are procured in a cost effective way,

submission of report to Provincial SCM. Conduct analysis on expenditure trends and do budget estimates and link with service delivery outcomes. Maintain adequate availability and efficient utilization of staff in the finance section. Recruitment, selection and placement of personnel in his/her section. Staff performance assessed in terms of the departmental performance management systems. Ensure that staff are trained and developed to improve efficiency, accuracy and performance of the component. Ensure compliance with PFMA, Treasury Regulations, Public Service Act and Regulations. Conduct Internal Audit and Risk management. Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resources mobilization. Timeous updating of bin and ledger cards to avoid stock losses. Cases of fraud or corruption are timeously disclosed to the accounting officer. Disclosures of interest/conflict of interest at appropriate structures/times for e.g. SCM Committees Develop & Implement and monitor measures designated to optimize the collection of revenue Checking Cash Analysis for accuracy and elimination of risk. Ensure Revenue Reconciliation statements are reported monthly. Advocating the use of all follow up procedures for recovering outstanding fees before accounts can be considered for write-off.

**ENQUIRIES
APPLICATIONS**

: Mrs CN Ndandane Tel No: (033) 4441259
: Please post to HR Manager: Mrs L.A Mkhize, Private Bag X216, Kranskop, 3268

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.

CLOSING DATE

: 21 August 2020

POST 19/235

: **ASSISTANT DIRECTOR: SYSTEMS REF NO: NDH 13/2020**
Cluster: Nursing Department

SALARY

: R376 596 – R443 601 per annum. Benefits: 13th cheque, medical aid and housing allowance (optional and provided the incumbent meets the requirements)

**CENTRE
REQUIREMENTS**

: Northdale Hospital: Pietermaritzburg
: Senior Certificate/ Grade 12, Appropriate Degree or 3 years National Diploma in Public Management Administration plus 3 Years Supervisory experience in systems Department. Valid Code EB driver's license Knowledge, Skills, Training And Competencies Required:- Knowledge of and experience in General Administration, Patient Administration and information System. Knowledge of relevant acts and regulations inclusive of Patient fees manual. Sound management, negotiation ,inter-personal, decision making-solving skills, Good verbal and written communication skills. Computer literacy in MS Word and Excel.

DUTIES

: Monitor the provision of all catering services and facilities by in service in order to ensure adherence and highest level of quality. Manage the following areas

to ensure optimal usage and cost effectiveness: Patient Records Administration and Mortuary, Auxiliary Services, Safety and Waste Management, Patient Records Administration, Mortuary Services, General Registry and Portering Services Telecommunication, Transport, Laundry Service, Staff Residence and Crèche. Implement and monitor effective hospital policies, protocols, practices within the day to day operational areas. Ensure compliance with all statutory regulations and by laws. Provide technical advice to the management team in respect of operations. Ensure that standby and emergency facilities are properly maintained. Ensure that an effective, up to date disaster and major incident management plan is maintained. Contribute as a member of a multidisciplinary team towards the effective management of the Hospital. Ensure effective co-ordination, management and quality of work of all functional components of systems department within the Hospital. Analyse alternatives for performing needed work including contracting out services and evaluate and recommend procedures/practices to improve operational efficiency. Ensure the effective, efficient and economical utilization of resources allocated to the institution including development of staff. Oversee the provisioning of all service provided by private companies to ensure compliance with service level agreement. Ensure the safety program requirements are adhered to by staff. Implement and monitor implementation of hospital policies, protocols and practices in all areas. Conduct risk and security analysis to inform the development of institutional risk management plan

**ENQUIRIES
APPLICATIONS**

: Mrs. K Makhathini Tel No: (033) 3879010
 : All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200 OR Hand Deliver to: 1389 Dr. Chota Motala Road, Pietermaritzburg, 3200.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 21 August 2020