

**PROVINCIAL ADMINISTRATION: KWAZULU-NATAL  
DEPARTMENT OF EDUCATION**

*Preference will be given to persons from designated groups including persons with disabilities. The Provincial Department of Education: Kwazulu-Natal Is an Equal Opportunity Affirmative Action Employer.*

- APPLICATIONS** : For Head Office: Applications should be sent by post for the attention of: Mr. P.B.V. Ngidi The Directorate: Human Resource Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, Office No. 203A, 228 Pietermaritz Street, Pietermaritzburg, 3201.
- CLOSING DATE** : 04 September 2020
- NOTE** : Applications must be submitted on Form Z83, obtainable from any Public Service Department. NB: Applicants must ensure that they fully complete and sign Form Z83, even if they are attaching a CV. Incomplete an/or unsigned applications will not be considered. Applications must in all cases be accompanied by a recently updated comprehensive CV, originally certified copies of all qualifications, proof of registration (if applicable) and RSA ID document, as well as a valid driver's license. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. Failure to comply with the above directives will result in the application not being considered. Faxed and e-mailed copies of applications will not be considered. Please note: Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications The filling of the post will be done in terms of the Department's approved Employment Equity Plan Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of employment.

**OTHER POSTS**

- POST 20/130** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT**
- SALARY** : R733 257 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).
- CENTRE** : Pinetown District Ref No: DOE/75/2020  
Umgungundlovu District Ref No: DOE/76/2020  
Umkhanyakude District Ref No: DOE/77/2020
- REQUIREMENTS** : An appropriate Bachelor's Degree /Diploma in the field of Public Administration or equivalent qualification with 3-5 years managerial experience in the human resource management environment. Computer literacy, valid driver's license. Practical extensive experience in Employee Relations, Performance Management and HRD. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Training and Development, Planning and Organizing, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial Functions. Analytical thinking, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic planning, Computer utilization, Policy Formulation, Change/Diversity Management, Ensuring performance standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals. Financial and Management Reporting.
- DUTIES** : Manage the Employee Performance Management System in the District. Manage the provision of Human Resource Planning and Non Educator Human Resource Development Services. Control the activities relating to Educator Human Resource Development. Manage processes relating to Employee Relations Services. Oversee Human Resource Co-ordination Services. Manage Employee Assistance Programme. Supervision of staff in the sub-directorate. Manage the resources of the component. Manage staff performance in the sub- directorate.
- ENQUIRIES** : Ms P.K Hadebe Tel No: (031) 716 2708 (Pinetown District)  
Mr S Mabinza Tel No: (033) 355 2324 (Umgungundlovu District)  
Mr T.J Motha Tel No: (035) 573 9601 (Umkhanyakude District)
- APPLICATIONS** : **Pinetown District**, Private Bag X9001, Pinetown 3600

		<b>Umgungundlovu District</b> Private Bag X9136 Pietermaritzburg 3200 <b>Umkhanyakude District</b> Private Bag X567, Mkuze 3965
<b><u>FOR ATTENTION</u></b>	:	Ms N.C Luthuli Pinetown District Ms N.P Mjwara Umgungundlovu District Mrs F.N.R Dumisa Umkhanyakude District
<b><u>POST 20/131</u></b>	:	<b><u>DEPUTY DIRECTOR: AUXILIARY SERVICES</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).
<b><u>CENTRE</u></b>	:	Ugu District Ref No: DOE/78/2020 Umgungundlovu District Ref No: DOE79/2020 Harry Gwala District Ref No: DOE/80/2020 Zululand District Ref No: DOE81/2020 King Cetshwayo District Ref No: DOE82/2020 Umzinyathi District Ref No: DOE83/2020 Uthukela District Ref No: DOE/84/2020
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree or Diploma in the field of Public Administration /Management or equivalent qualification with 3-5 years managerial experience in the auxiliary services environment. Computer literacy, valid driver's license. A practical extensive experience in Administration Competencies :Knowledge of Educators Employment Act, Basic Conditions of Employment Act, Administration procedures, Public Service Regulations, Public Service Act, Human Resource matters, Training and Development, Planning and Organizing skills, Knowledge of Departmental strategic objectives, Management reporting, Relationship Management, Public Finance Management Act (PFMA). Numeracy skills, Decision Making and Problem Solving skills, Team Building, Conflict Resolution, Communication and Interpersonal skills, Financial Management, Project Management, Ability to work independently, Report writing. Honesty, Integrity, Innovative, Leadership, Ability to work under pressure, Tactful and Diplomatic, Committed and Decisive.
<b><u>DUTIES</u></b>	:	Manage the budgeting and expenditure control support services for the District Office. Oversee the communicative linkage between the District and Head Office on human resource and finance related matters. Oversee the provision of office services in respect of Registry, Telecommunications, Security, Cleaning and gardening. Oversee the asset management services in respect of logistics, Disposals and contract management. To render transport Services: (Provision of transport. Provision of vehicle support. Control transport related returns. Co-ordinate losses, thefts, claims and accidents. Facilitate disposal of vehicles). Manage the resources of the Sub directorate.
<b><u>ENQUIRIES</u></b>	:	Mr W.M Sibiyi Tel No: (039) 688 8606 (Ugu District) Mr S Mabinza Tel No: (033) 355 2324 (Umgungundlovu District) Ms Z.C Zakuza –Njaklazi Tel No: (039) 797 3703 (Harry Gwala District) Mr P.D Ndlovu Tel No: (034) 989 9885 (Zululand District) Dr D.D Chonco Tel No: (035) 901 1303 (King Cetshwayo) Mr S.W Keswa Tel No: (034) 219 2703 (Umzinyathi District) Mrs M.E Mokoena Tel No: (036) 638 5264 (Uthukela District)
<b><u>APPLICATIONS</u></b>	:	<b>Ugu District</b> Private Bag X 860, Port Shepstone 4240 <b>Umgungundlovu District</b> Private Bag X9136 Pietermaritzburg 3200 <b>Harry Gwala District</b> Private Bag X3560 Kokstad 4700 <b>Zululand District</b> Private Bag X59 Ulundi 38378 <b>King Cetshwayo District</b> Private Bag X20104 Empangeni 3880 <b>Umzinyathi District</b> Private Bag X 2001 Dundee 3000 <b>Uthukela District</b> Private Bag X10041 Ladysmith 3370
<b><u>FOR ATTENTION</u></b>	:	Mr J Govender Ugu District Ms N.P Mjwara Umgungundlovu District Mr S Zimema Harry Gwala District Ms S.T Luthuli Zululand District Mr T.AMthembu King Cetshwayo District Ms S.P Mkhize UMzinyathi District Mr S.A Zulu Uthukela District

<b><u>POST 20/132</u></b>	:	<b><u>DEPUTY DIRECTOR: SYSTEMS AND ADMINISTRATION REF NO: DOE85/2020</u></b> Directorate: Examination Administration
<b><u>SALARY</u></b>	:	R733 257 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pietermaritzburg, Head Office An appropriate Bachelor's Degree or Diploma Information Technology (IT), Information Systems or equivalent qualification coupled with eight years relevant experience of which 3-5 years must be in a middle management experience in business application or systems analysis. Experience in the management of the Integrated Examination Computer Systems (IECS). Understanding of polices to conduct National Examinations and Umalusi directives. Knowledge of Certification in the South African context. Knowledge of the financial management, risk management and project management. Computer literacy, valid driver's license. Competencies: Knowledge of Constitution of South Africa, Public Service Acts and Regulations. South African Schools Act, Regulations on the conduct of examinations, Umalusi Guidelines, PFMA, Human Resource Matters, Training and Development, Planning and organising, Departmental Strategic objectives, Team building, Conflict resolution, Research, Financial and Management Reporting. The ideal candidate must be able to create logical and innovative solutions to complex problems and possess practical experience in business process analysis or re-engineering. The capability to deal with classified information.
<b><u>DUTIES</u></b>	:	Manage the development and maintenance of the integrated Examination System (IECS). Manage the registration candidates. Manage capturing of marks. Interact with the State Information Technology Agency (SITA) & Umalusi and other Examination Bodies, Provinces, IEB, SACCAI and IGC. Manage user access on the (IECS). Manage training and mentoring of staff on (IECS). Manage Finances and Logistical Resources within the unit. Manage Human Resources.
<b><u>ENQUIRIES</u></b>	:	Mr. A.B. Zwane Tel No: (033) 846 5127
<b><u>POST 20/133</u></b>	:	<b><u>DEPUTY DIRECTOR: TRAINING REF NO: DOE/86/2020</u></b> Directorate: HR Capacity Development
<b><u>SALARY</u></b>	:	R733 257 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pietermaritzburg, Head Office An appropriate Bachelor's Degree or Diploma in the field of Public Administration/Human Resources with 3-5 years managerial experience in the human resource management environment. Computer literacy, valid driver's license. Practical extensive experience in Human Resource Development. Competencies: Knowledge of the Public Service Act, Public Service Regulations and all other relevant prescripts. Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Technical Standards or procedures, Needs and priorities of stakeholders. Managerial functions. Skills: Analytical thinking, Planning and Organising. Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic planning, Computer utilization, Policy Formulation, Financial Management. Change/Diversity Management. Ensuring performance standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals. Reporting.
<b><u>DUTIES</u></b>	:	Manage the provision of training services for public services employees. Manage the co-ordination process for the provision of short courses and skills programmes. Manage the conducting of research and development of training manual on identified courses and skill programmes. Oversee the conducting of in-house training. (induction Course, Service Excellence etc.) Monitor the co-ordination of in-service training in the Department. Manage the resources of the component.
<b><u>ENQUIRIES</u></b>	:	Mr. A.B. Zwane Tel No: (033) 846 5127
<b><u>POST 20/134</u></b>	:	<b><u>DEPUTY DIRECTOR: CHANGE MANAGEMENT REF NO: DOE/87/2020</u></b> Directorate: Organisational Development
<b><u>SALARY</u></b>	:	R733 257 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).

**CENTRE REQUIREMENTS** : Pietermaritzburg, Head Office  
 : An appropriate Bachelor's Degree or Diploma in Organisation and Work-study /Production Management/Change Management coupled with 3-5 years management experience. Practical extensive experience in Organisational Development. Experience/Expertise in Change Management in large organisations. Computer literacy, valid driver's license. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Training and Development, Planning and Organizing, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial Functions. Analytical thinking, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic planning, Computer utilization, Policy Formulation, Change/Diversity Management, Ensuring performance standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals. Financial and Management Reporting. Advanced report writing. Presentation skills.

**DUTIES** : Oversee the development and implementation of Change Management Policy and Guidelines. Manage the conduction of environmental assessment/analysis of the component. Manage the development and Implementation of Change and Diversity Management strategies. Manage the resources of the component.

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

**POST 20/135** : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: DOE88/2020**  
 Directorate: Facilities Management & Auxiliary Services

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

**CENTRE REQUIREMENTS** : Pietermaritzburg, Head Office  
 : An appropriate Bachelor's Degree or Diploma in Public Administration/Property Management, Real Estate/Quantity Surveyor or equivalent qualification with 3-5 years management experience in administration. Computer literacy, valid driver's license. Competencies: Presentation skills, analytical thinking, interpersonal relations, strategic planning, organisational skills, research skills, people management skills, relationship management, decision making, diplomacy, time management, problem solving and report writing.

**DUTIES** : Manage the renting/letting of educational facilities including official houses. Maintain database of all departmental buildings. Maintain all documentation (contracts) of all state properties lease and owned. Manage the occupancy of state houses. Liaise with Department of Public Works. Attend ROPAC Meetings. Constantly update and keep record of contracts. Manage and maintain renewal of contract. Oversee the maintenance of a record section 14 contract. Manage illegal occupation and cleaning of education site and liaise with municipalities. Manage the cleaning of education site and liaise with municipalities. Liaise with municipality on issues around basic services e.g. rate, light, water and sanitation. Attend site meetings with the service providers. Coordinate structural maintenance of departmental buildings and lease agreements. Manage resource of the component.

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

**POST 20/136** : **DEPUTY DIRECTOR: AUXILIARY SERVICES REFE NO: DOE/89/2020**  
 Directorate: Facilities Management & Auxiliary Services

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

**CENTRE REQUIREMENTS** : Pietermaritzburg, Head Office  
 : An appropriate Bachelor's Degree or Diploma in Public Administration/Management or equivalent qualification with 3-5 years management experience in the auxiliary services environment Computer literacy. Valid Driver's licence Competencies: Knowledge of administration policies and practices, budgeting and managerial functions, Provincial practice notes, Delegation authority, Basic conditions of employment, Public Service Acts and Regulations, Constitution of RSA and other relevant legislation, Advanced knowledge of PFMA, Treasury Regulations, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation. Strategic planning, Problem solving and analytical thinking, Ability to communicate and present issues to management, Intermediate financial

management skills, Numeracy skills, Team building, Communication, Project Management, Conflict Management, Risk analysis and control, Good interpersonal communication, Planning and Organizing, Report writing, Innovation and creativity and Empowerment Attributes – Honesty, Integrity, Creative, Reliable and Accurate, Team Leader and Player, be able to work under pressure, confidentiality, decisive, assertive, influencing skills, customer service orientated, change orientated.

**DUTIES** : Monitor policies for Parking, Smoking, Telephone and Fleet Management and review policies. Draft Service Level Agreements for provision of cleaning, security, gardening, sanitation & Hygiene services, photocopier and telecom services. Manage and monitor the provision of official transport. Provide KZN vehicles to various offices. Monitor adherence to Fleet Management Policies. Manage and render office support services. Manage and monitor telecommunication and reception at Head Office buildings. Manage and monitor payment of private calls at Head Office Buildings. Manage and monitor duplication services at Head Office buildings. Provide and monitor security, cleaning, gardening and sanitation & hygiene services at Head Office buildings. Manage and monitor payment of all domestic accounts at Head Office. Monitor budget for payment of domestic accounts and provision of services e.g. security, cleaning, gardening, sanitation & hygiene, photocopier and telecom services. Develop, train and monitor performance of personnel. Manage the resource of the component (human resource, finance, physical etc.) Manage performance of employees, train and develop staff.

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

**POST 20/137** : **DEPUTY DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: DOE/90/2020: HEAD OFFICE**  
Directorate: Facilities Management & Auxiliary Services

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

**CENTRE REQUIREMENTS** : Pietermaritzburg, Head Office  
An appropriate Bachelor's Degree or Diploma in Environmental Science or equivalent qualification with 3-5 years management experience in Occupational Health and Safety environment. Valid Driver's licence. Competencies: Knowledge of OHS Act, Fleet Management, RSA Constitution, PSA, PSRLRA, PFMA, EPMDs, BCSA, Intergovernmental Relations, Framework Act, Project Management, SCM Practices and procedures and Treasury Regulations. Presentation skills, analytical thinking, interpersonal relations, strategic planning, organisational skills, research skills, people management skills, relationship management, decision making, diplomacy, time management, problem solving and report writing.

**DUTIES** : Oversee the development and implementation of OHS prescripts. Workshop policy to all stakeholders. Ensure the various OHS Committees are in place. Arrange training for OHS representatives. Manage the identification of hazards and risks. Conduct inspection of buildings, identify possible hazards and risks, and take preventative measures. Ensure all OHS equipment's are functional and serviced regularly. Manage and monitor the implementation of OHS in the department. Conduct in loco inspector on site. Accompany an inspector on site. Participate in any internal/external OHS audit. Managing and monitoring administering of incidents. Manage the resource of the component.

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

**POST 20/138** : **DEPUTY DIRECTOR: COMMUNICATION AND PUBLICATIONS REF NO: DOE/91/2020: HEAD OFFICE**  
Directorate: Communication and Publications

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

**CENTRE REQUIREMENTS** : Pietermaritzburg, Head Office  
An appropriate Bachelor's Degree or Diploma in Communication/Marketing/Public Relations or equivalent qualification with 3-5 years managerial experience in the Communication and Publications environment. Computer literacy, valid driver's license. Competencies: Knowledge of the Public Service Act, Public Service Regulations, PFMA Act and all other relevant prescripts. Strategic leadership and analytical skills.

**DUTIES** : Strong verbal and written communication skills, reporting and presentation skills. Interpersonal skills, problem solving and project management skills. Ability to manage Audio Visual Media. Ability to conduct communications research, review data and trends. Extensive knowledge on corporate communication and marketing. Extensive knowledge on website management and design. Extensive experience and ability to maintain caucus and individual members social media presence and use social media and any other new media efforts to effectively communicate the caucus and individual members messages.

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

**POST 20/139** : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: DOE/95/2020**  
 Directorate: Legal Services  
 Re-Advertised: Interested applicants are encouraged to re-apply.

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

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

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

**POST 20/140** : **ASSISTANT DIRECTOR: GENDER EQUITY REF NO: DOE/92/2020**  
 Directorate: Public Participation & Community Liaison

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Pietermaritzburg, Head Office  
**REQUIREMENTS** : An appropriate Bachelor's Degree or Diploma in Public Administration/ Management or equivalent qualification coupled with five years work experience of which 3-5 years must be in supervisory level. The incumbent must be prepared to travel, extensively and work additional hours. The incumbent will be attending monthly meetings involving relevant stake holders e.g. NGOs, Public Forums, Districts, etc. Computer literacy. Valid Drivers licence Competencies: Knowledge of the Public Service Act, Public Service Regulations, Public Finance Management Act and all other relevant prescripts. The incumbent must possess the following skills and attributes: Management skills, Financial Management, Project Management, Discipline, Innovation, Creativity, Problem solving, Change and diversity management,

		Communication skills: Verbal exchange of information requiring specialised and complex information and difficult explanation as well as tact and diplomacy. Presentation/Negotiation skills.
<b><u>DUTIES</u></b>	:	Oversee and monitor the addressing of imbalances of targeted groups, including gender, youth and disability. Manage the conduction of sexual harassment, racial issues etc. Provide support on the conduction of workshops w.r.t. gender equity matters. Oversee District Offices with respect to. Public Participation & Community Liaison.
<b><u>ENQUIRIES</u></b>	:	Mr. A.B. Zwane Tel No: (033) 846 5127
<b><u>POST 20/141</u></b>	:	<b><u>ASSISTANT DIRECTOR: SPECIAL PROJECTS REF NO: DOE/93/2020</u></b> Directorate: Public Participation & Community Liaison
<b><u>SALARY</u></b>	:	R376 596 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Pietermaritzburg, Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree or Diploma in Public Administration/ Management or equivalent qualification coupled with five years work experience of which 3-5 years must be in supervisory level. The incumbent must be prepared to travel, extensively and work additional hours. The incumbent will be expected to attend to monthly meetings involving relevant stake holders e.g. NGOs, Public Forums, Districts, etc. Computer literacy. Valid Drivers Licence. Competencies: Knowledge of the Public Service Act, Public Service Regulations, Public Finance Management Act and all other relevant prescripts. The incumbent must possess the following skills and attributes: Management skills, Financial Management, Project Management, Discipline, Innovation, Creativity, Problem solving, Change and diversity management, Communication skills: Verbal exchange of information requiring specialised and complex information and difficult explanation as well as tact and diplomacy. Presentation/Negotiation skills.
<b><u>DUTIES</u></b>	:	Co-ordinate projects on poverty alleviation, skills development, etc. Oversee the administration of non-employee bursary awarding to deserving needy students. Co-ordinate investigations on drug abuse, abnormal (mischievous) and unrest behaviour at schools. Manage data base of Partners (Donors) for reporting of undertaken special projects. Promote the achievement of objectives of undertaken special projects. Promote the achievement of objectives prioritized by the MEC.
<b><u>ENQUIRIES</u></b>	:	Mr. A.B. Zwane Tel No: (033) 846 5127
<b><u>POST 20/142</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: DOE/94/2020</u></b> Directorate: Human Resource Services Re-Advertised: Interested applicants are encouraged to re-apply.
<b><u>SALARY</u></b>	:	R376 596 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Pietermaritzburg, Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree or Diploma in the field of Public Administration /Human Resource with 3-5 years supervisory experience in HR Environment. Knowledge of Public Service Act, Public Service Regulations, Employment of Educators Act, Basic conditions of employment Act, Labour Relations Act, Public Finance Management Act, Division of Revenue Act and other relevant prescripts. Organising, Planning, Co-ordinating, Strategic planning, Project Management, Conflict resolution and team building skills. Candidate must be innovative, proactive, responsible, tactical and diplomatic. Communication (Verbal & written skills). Computer literacy (Ms Word, Ms Excel, Ms Access and PowerPoint).Competencies: Knowledge of Administration procedures, Public Services Regulations, Public Service Act, Human resource matters, Training and Development, Planning and organizing, Departmental Strategic objectives Management reporting, reporting, relationship management, Public finance Management act (PFMA). Skills: Computer skills, Numeracy, Decision Making and Problem Solving, Computer utilization, Team Building, Conflict Resolution, Communication and interpersonal skills, financial Management, Project Management, Ability to work independently, report writing.
<b><u>DUTIES</u></b>	:	Manage the handling of matters pertaining to Service conditions, the recruitment and selection process of head office based personnel, SMS Members and Office Based Educators and other HR matters for Head Office based Personnel. Manage the evaluation of qualifications. Prepare reports to

Deputy Director. Assist the Deputy Director to prepare responses to Parliamentary Committees such as Education Portfolio Committee. Assist the Deputy Director to prepare responses to the Auditor General, Public Protector, Human Rights Commission, Public Service Commission and other Oversight Structures. Manage the Resources of the Sub-Directorate.

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

**DEPARTMENT OF HEALTH**

*(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 20/143** : **HEAD CLINICAL UNIT (MEDICAL) ENT REF NO:**  
**HEADCLINUNITENT/1/2020**  
Department: ENT

**SALARY** : R1 728 807 per annum (An all-inclusive flexible remuneration package) all-inclusive salary package (excluding commuted overtime) is payable to the successful candidate who will be required to enter into a permanent employment contract, as well as complete a Performance' Agreement with the Manager of the post.

**CENTRE** : Inkosi Albert Luthuli Central Hospital  
**REQUIREMENTS** : An HPCSA recognised ENT qualification plus Current registration with the HPCSA as a Specialist in Otorhinolaryngology. At least three (3) years post registration experience as a Medical Specialist in ENT, preferably with post-registration experience at regional and tertiary level. Robust evidence of administrative, management and other leadership experience in academic and/or clinical roles in an ENT department. Knowledge, Skills Training and Competencies Required: Knowledge of human resources management including performance management; staff retention and recruitment strategies; maintenance of discipline and the promotion of sound labour relations. Sound knowledge of current health and public service legislation and policies and medical ethics. Sound experience with leading all aspects of Clinical governance. Liaising and co-ordinating work with multiple role players in multi-disciplinary work. Good leadership, decision making, analytical and communication skills. Ability to create and ensure a sound and conducive working environment.

**DUTIES** : Control and management of clinical and administrative services as delegated by the Head of Department. Be part of a team that ensures efficient management and equitable distribution of all resources in the Durban District ENT Complex and Drainage areas. Rotation into and active support of ENT services at all Durban ENT complex units, including regional hospital ENT units, as delegated by the Head of Department. Provide after-hours consultant cover for ENT. Provide leadership to ensure the achievement of priorities and output of the strategic plan of the co-ordinated province-wide ENT service, the hospital and the DOH. Development and implementation of continuous quality assurance programmes, implementing and co-ordinating community care and outreach programmes. Participating in all the teaching activities of the discipline, and being responsible for academic supervision, development of and participation in undergraduate and postgraduate training; Developing/supervising research and/or creative projects. The successful candidate will be expected to do commuted overtime.

**ENQUIRIES** : Dr LP Mtshali Tel No: (031) 2401124  
**APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058 or sent through email to [applications@ialch.co.za](mailto:applications@ialch.co.za)

**NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated



in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 11 September 2020
- POST 20/144** : **MEDICAL SPECIALIST: ORTHOPAEDICS REF NO:**  
**MEDSPECORTHO/1/2020 (X1 POST)**  
 Department: Orthopaedics – Upper Limb and Outreach
- SALARY** : Grade 1: R1 106 040 per annum all-inclusive salary Package (excluding commuted overtime).  
 Grade 2: R1 264 623 per annum all-inclusive salary package (excluding commuted overtime)  
 Grade 3: R1 467 651 per annum (All-inclusive salary Package (excluding commuted overtime).
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
 : MBCHB or Equivalent. Registered HPCSA qualification as a specialist in Orthopaedics. Current Registration with the Health Professions Council of South Africa as an Orthopaedic Surgeon. Experience in managing severe trauma. Candidate must be able to operate independently on patients with orthopaedic trauma and uncomplicated elective orthopaedic patients requiring surgical treatment. Experience required: **Grade 1:** No experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as Medical Specialist – Orthopaedics. **Grade 2:** Five (5) years post registration experience as a Medical Specialist -Orthopaedics with Health Professions Council of South Africa. **Grade 3:** Ten (10) years post registration experience after registration as Medical Specialist – Orthopaedics with Health Professions Council of South Africa recommendation: Experience and interest in Upper Limb Orthopaedic surgery. Knowledge, skills, experience and competencies: Sound clinical and patient management skills. A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience.
- DUTIES** : Incumbent to be based at IALCH with commitments to outreach within, and beyond the DFR as directed. Clinical: Purpose of Post: This post is primarily designed to provide orthopaedic services under the direction of the head of department. The individual will provide expert knowledge in the speciality of Orthopaedics Surgery. This encompasses primarily the assessment and treatment of patients requiring orthopaedic care. The candidate will also be responsible for teaching junior medical and paramedical staff. S/he is expected to engage in research and perform administrative functions as directed by the Head of Department. S/he will also participate in orthopaedic outreach programmes within the framework of the Department of Health. After hours duties are mandatory. Provide orthopaedic care to patients with orthopaedic conditions, especially trauma. Provide orthopaedic services to the trauma unit and elective orthopaedic services as required, including but not limited to the Upper Limb unit. Be responsible for basic operations, especially for bone and soft tissue trauma. To supervise and teach new doctors in the treatment of orthopaedic conditions, especially trauma. Conduct out-patient clinics in the hospital. Conduct patient management in the wards including both High Care and Intensive Care Unit and ensuring set standards are maintained. Perform outreach within the metropolitan (clinics and theatre lists as directed by the head of department). Doctors have to be available after hours to provide relevant emergency cover as required. Be responsible for all letters and assist patients with SASSA forms and medico-legal issues and forms. Conduct research in the field of orthopaedics. The incumbent will also be responsible for teaching of medical, paramedical and nursing staff. Prepare and Attend Mortality and Morbidity meetings as required and forms. Conduct research in

		the field of orthopaedics. The successful candidate will be expected to do commuted overtime.
<b><u>ENQUIRIES</u></b>	:	Dr PV Ryan Tel No: (031) 240 2160
<b><u>APPLICATIONS</u></b>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058 or sent through email to <a href="mailto:applications@ialch.co.za">applications@ialch.co.za</a>
<b><u>NOTE</u></b>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.
<b><u>CLOSING DATE</u></b>	:	11 September 2020
<b><u>POST 20/145</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 35/2020</u></b> Internal Medicine
<b><u>SALARY</u></b>	:	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.
<b><u>CENTRE</u></b>	:	Ngwelezana Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	Qualification that allows registration with the Health Profession, Council of South Africa (HPCSA) as Medical Specialist in Internal Medicine. Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Internal Medicine, <b>Grade 1:</b> No working experience, <b>Grade 2:</b> A minimum of 5 years appropriate experience as a Medical Specialist in Internal Medicine after registration with the HPCSA as Medical Specialist in Internal Medicine and proof of working experience endorsed by Human Resource Department, <b>Grade 3:</b> A minimum of 10 years appropriate experience as a Medical Specialist in Internal Medicine after registration with the HPCSA as Medical Specialist in Internal Medicine 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.
<b><u>DUTIES</u></b>	:	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 Internal Medicine. 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.

<b><u>ENQUIRIES</u></b>	:	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
<b><u>APPLICATIONS</u></b>	:	Dr R.S Moeketsi Tel No: (035) 901 7260/7273
<b><u>FOR ATTENTION</u></b>	:	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 <sup>st</sup> Floor Admin Block.
<b><u>NOTE</u></b>	:	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 – <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> 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.
<b><u>CLOSING DATE</u></b>	:	04 September 2020 (Late applications will not be accepted)
<b><u>POST 20/146</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 36/2020</u></b> Urology
<b><u>SALARY</u></b>	:	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.
<b><u>CENTRE</u></b>	:	Ngwelezana Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	Qualification that allows registration with the Health Profession, Council of South Africa (HPCSA) as Medical Specialist in Urology. Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Urology, <b>Grade 1:</b> No working experience, <b>Grade 2:</b> A minimum of 5 years appropriate experience as a Medical Specialist in Urology after registration with the HPCSA as Medical Specialist in Urology and proof of working experience endorsed by Human Resource Department, <b>Grade 3:</b> A minimum of 10 years appropriate experience as a Medical Specialist in Maxillo Facial after registration with the HPCSA as Medical Specialist in Urology 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.
<b><u>DUTIES</u></b>	:	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 Urology. 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

**ENQUIRIES  
APPLICATIONS**

: Dr C.A Zietsman Tel No: (083) 653 0115  
 : 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<sup>st</sup> 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](http://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**

: 04 September 2020 (Late applications will not be accepted)

**POST 20/147**

: **MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 37/2020**  
 Dermatologist

**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 Internal Medicine. Tertiary qualification in the Health Science (MBChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in Internal Medicine, **Grade 1:** No working experience, **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist in Internal Medicine after registration with the HPCSA as Medical Specialist in Internal Medicine and proof of working experience endorsed by Human Resource Department, **Grade 3:** A minimum of 10 years appropriate experience as a Medical Specialist in Internal Medicine after registration with the HPCSA as Medical Specialist in Internal Medicine 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 specialist care in the outpatient clinics and inpatient wards. Provide after-hours coverage in Internal Medicine. 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.

**ENQUIRIES  
APPLICATIONS**

: Dr M. Ntsele Tel No: (082) 8254 136  
 : 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<sup>st</sup> 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](http://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**

: 04 September 2020 (Late applications will not be accepted)

**POST 20/148**

: **MEDICAL SPECIALIST (GENERAL SURGERY) GRADE 1 REF NO: NGWE 38/2020**  
 General Surgery

**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  
 : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in General Surgery .Appropriate Tertiary qualification in the Health Science (MChB), Current registration with the Health Professions Council of South Africa as a Medical Specialist in General Surgery,Registration with the HPCSA as a Medical Specialist in General Surgery. A minimum of 3 years' appropriate experience as a Medical Specialist in General Surgery after registration with the HPCSA as Medical Specialist in General Surgery, Proof of working experience endorsed by Human Resource Department. Sound knowledge of clinical concepts within the specific domain, Good verbal and written communication skills and interpersonal skills, Ability to work in a multi-disciplinary team,

**DUTIES**

: Teaching and supervisory skills, Awareness of cross-cultural differences, Knowledge of all Public Service Legislation, Policies and Procedure, Medical Ethics, epidemiology and statistics, Conflict management skills, innovation, drive and stress tolerance, Middle management Skills, Concern for excellence. The Surgeon in this post will specifically have the following responsibilities: Primary responsibility: Oversight and development of the Burns unit. Co-oversight of the Trauma unit with a Trauma Surgeon. Participation in acute surgery and elective surgery as per the needs of the department. Training of undergraduate and post graduate medical students. Active participation in quality improvement programmes including clinical audits and continuous professional development activities. Provide outreach to surrounding District Hospitals which refer to Ngwelezana Hospital. Attend to administrative matters as pertains to the unit. The candidate will under the direction of the head of the Department of General Surgery interiliac. Undertake regular wards rounds, maintain and develop specialist services according to clinical service demands. Attend to patients requiring surgical services. Attend to patients in Surgery outpatient clinics. Conduct specialist ward rounds. Provide after hour cover in general surgery and clinical support to junior staff. Provide advice to district/ regional level hospital. Manage/ supervise allocated human resources. Ensure equipment is maintained. Undertake administration of the Surgery unit and input into the unit's administration at Ngwelezana Hospital. Undertake undergraduate and post graduate training and support relevant clinical research and clinical trials in General Surgery at Ngwelezana Hospital. Assist with the setting of protocols for management for General Surgery. Assist with the development of clinical audit programmes at Ngwelezana Hospital and in the hospitals in Region 4. Develop measure to ensure quality assurance for the General Surgery unit. 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 ethical standards. Provide specialist care to patients requiring services within your specific domain, Provide after-hours coverage in Radiology 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 Hospital that refers patients to Ngwelezana.

**ENQUIRIES**  
**APPLICATIONS**

: Dr G Oosthuizen Tel No: 076 487 5998  
: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or handdelivered to Ngwelezana Hospital, Human Resource Department, 1<sup>st</sup> 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](http://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**

: 04 September 2020 (Late applications will not be accepted)

**POST 20/149** : **DEPUTY MANAGER NURSING (LEVELS 1&2 HOSPITALS/PRIMARY HEALTH CARE REF NO: PMMH/DMN/08/2020 (X1 POST)**

**SALARY** : R843 618 per annum. Other Benefits: (All-inclusive package) consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules In- hospital Area Allowance (8% of basic salary)

**CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital  
Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse.1 Year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) Certificate of registration with SANC as a Professional Nurse. Proof of current year (2020) registration as a Professional Nurse with SANC. Proof of Computer literacy (MS office suite).Valid Driver's License. Experience: A minimum of 9 years appropriate/recognizable experience in Primary Health Care (PHC) after registration as a Professional Nurse with the SANC. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. Recommendation: Diploma/Degree in Nursing Administration. Knowledge, Skills Training And Competencies Required: Budgeting and Financial Management/Human Resource management Citizen Focus and Responsiveness/Diversity Management/Impact and Influence/Communication and Information Management/Managing Interpersonal Conflict /Networking/Problem Solving and Decision Making/Developing staff/ Performance management/Team Leadership/Project Management/Applied Strategic thinking/application of technology Extensive knowledge and experience in public and community health; policy directives informing the provisioning of primary health care in a developing environment.

**DUTIES** : Coordinate processes to monitor and evaluate the implementation of the District Health Plan and performance of primary health care services and systems within the Sub-Districts in line with public health indicators, norms, standards and targets with a view to report thereon and to initiate corrective action timeously. Coordinate planning, monitoring and evaluation of service delivery within the sub-district. Implementation of early warning systems for timeous response in improving service delivery. Coordinate processes to ensure that primary health care services are provided within the Sub-District Service Area with adequate support by multi-disciplinary teams attached to the PHC clinics. Monitoring and integration of outreach teams. Coordinates services delivery innovations in preparation for universal health coverage through NHI. Ensure the effective and efficient utilization of allocated resources, including the development of staff, budgetary, procurement planning inputs and maintenance of the prescribed information management systems.

**ENQUIRIES APPLICATIONS** : Mr GBCTE Khawula Tel No: (031) 907 8506  
Should be posted to The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeeni, 4060.

**FOR ATTENTION NOTE** : Mrs TZ Makanya  
NB: Please note that due to financial constraints, there will be no payment of S&T Claims.

**CLOSING DATE** : 04 September 2020

**POST 20/150** : **DEPUTY MANAGER NURSING REF NO: EB6/2020 (X1 POST)**

**SALARY** : R843 618 – R949 842 per annum. All –inclusive package consist of 70% basic salary and 30% flexible portion that can be structured in terms of applicable rules.

**CENTRE REQUIREMENTS** : East Boom Community Health Centre  
National Senior certificate/Matric/Grade 12 or equivalent. Basic R425 qualification (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the south African Nursing council (SANC) as a Professional Nurse. Proof of current registration (2020) with the SANC.1 Year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and midwifery. At least 5 years of the period referred to above must be appropriate/recognizable experience at Management level. Valid Driver's License. Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must

be endorsed and signed by Human Resource. Applications in possession of a foreign qualification must attach the evaluation certificate from SAQA to their application. Recommendation: Diploma/Degree in Nursing Administration. Computer Literacy Knowledge, Skills, And Experience: Leadership, management, planning, organizing, decision making, delegate, problem solving, discipline. Effective supervisory, co-ordination, mentorship and report writing skills. Clinical competencies and policy formulation skills. Knowledge of nursing care delivery approach. Good verbal and written communication skills. Computer literacy and knowledge of, DHIS and TIER.NET. Knowledge and understanding of Human Resource and Financial practices.

**DUTIES**

: Provide leadership in a strategic direction in the nursing and supporting components. Delegate, supervise and coordinate the provision of effective and efficient patient care through the nursing process and practices. Formulate and implement nursing guidelines and policies. Knowledge of nursing care processes, practices, statutes, and other relevant legal frameworks, e.g. Nursing Act, Health Act, Batho Pele and Patient' Rights. Provide mentorship and supervision in the nursing supporting components. Execute duties and functions with proficiency in support of the vision and mission of the institution and the Department of Health. Execute good and fair practices in disciplinary procedure, conflict management and grievance procedure. Represent nursing component in the institutions executive committee. Demonstrate commitment to and support with National Core Standards, Ideal Clinic, Infection Control practices, Occupational Health, etc. Coordinate processes to monitor and evaluate the implementation of plans and processes to improve and meet targets set by the Department of Health. Monitoring and integration of outreach teams. Ensure the effective and efficient utilization of allocated resources, including the development of staff, procurement planning inputs and maintenance of the prescribed information management systems. Implementation of early warning systems for timeous response in improving service delivery. Coordinate processes to ensure that primary health care services are provided with adequate support by multi-disciplinary teams and supporting partners.

**ENQUIRIES APPLICATIONS**

: Dr S. Chetty Tel No: (033) 264 4903  
 : East Boom CHC Private Bag X4018, Willowton, Pietermaritzburg 3201 or hand delivered to East Boom CHC, Human Resource Office, 541 Boom Street, Pietermaritzburg, 3200.

**FOR ATTENTION CLOSING DATE**

: Mr. S Ngcobo  
 : 04 September 2020

**POST 20/151**

: **MEDICAL OFICER (PAEDIATRICS) GRADE1-3 REF NO: MO/PAEDS 01/20 (X1 POST)**

**SALARY**

: Grade 1: R821 205 - R884 670 per annum (all-inclusive package)  
 Grade 2: R938 964 - R1 026 693 per annum (all-inclusive package)  
 Grade 3: R1 089 693 - R1 362 366 per annum (all-inclusive package)  
 All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules Other Benefits In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into performance contract for commuted overtime.

**CENTRE REQUIREMENTS**

: Prince Mshiyeni Memorial Hospital – Internal Medicine  
 : MBCHB degree or equivalent qualification plus Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Practitioner (Independent Practice Medical Practitioner).Proof of current registration as a Medical Practitioner with HPCSA. Experience: Medical Officer **Grade 1**: No experience required the appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 2**: 5 years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 3**: 10 year's registration experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The



appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa Knowledge, Skills, Training and Competencies Sound clinical knowledge, competency and skills in a clinical domain. The ability to work under supervision within a large team environment Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programmes and priorities within the domain Ability to teach; guide junior staff within the department. Key Performance Areas to participate in the Vusithemba HIV Clinic (Paediatrics) to execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted to the Department. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programmes. Sound clinical knowledge with regard to Paediatrics. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist and participate with clinical audits; participate in academic meetings. Provide support to the Head of Department in ensuring an efficient standard of patient care and services is maintained.

- ENQUIRIES** : Dr N Naidoo Tel No: (031) 907 8111
- APPLICATIONS** : Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeeni, 4060.
- FOR ATTENTION** : Mrs TZ Makanya
- NOTE** : Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 04 September 2020
- POST 20/152** : **MEDICAL OFFICER GRADE 1 REF NO: ITSH 15/2020**
- SALARY** : **Grade 1:** R821 205 per annum. Other benefit: 22% rural allowance and commuted overtime.  
**Grade 2:** R938 964 per annum. Other benefit: 22% rural allowance.  
**Grade 3:** R1089 693 per annum. Other benefit: 22% rural allowance
- CENTRE** : Itshelejuba Hospital
- REQUIREMENTS** : Senior certificate/ Grade 12. MBCHB Degree or equivalent qualification PLUS registration certificate with the HPCSA as an independent medical practitioner. Current registration/proof of payment with HPCSA must be attached. Experience: **Grade 1:** One (1) year relevant experience after registration as Medical Practitioner with recognized foreign health professional council in respect of foreign qualified employees of who is not performing community service as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Officer after registration with HPCSA as Medical Practitioner. OR six (6) years relevant experience after registration as Medical Practitioner with recognized foreign health professional council in respect of foreign employees of who is not performing community service as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after registration with HPCSA as Medical Practitioner. OR Eleven (11) years relevant experience after registration as Medical Practitioner with recognized foreign health professional council in respect of foreign employees of who is not performing community service as required in South Africa. Knowledge, Skills, Training and Competencies Required: Sound clinical supervisory skills. Ability to deal with all medical emergencies. Ability to access, diagnose and manage patients. Ability to work with multi-disciplinary team setting. Excellent communication skills. Knowledge of current Health Legislation and policies at service. Knowledge of national quality standards relating to primary health care. Information management and quality assurance programmes. Good team building, problem solver and effective decision maker. Ability to perform safe caesarean/obstetric emergencies.
- DUTIES** : Ensure that cost effective service delivery is maintained within the respective department. To participate in and contribute to the research and outreach activities of the Department of Medicine. Undertake on-going care individual's patients to allow for continuity of care. Diagnose and evaluate patient's state of health. Provision of quality patient centered care for all patients i.e. inpatient and outpatients. Examine, investigate, diagnose and oversee the treatment of patients. Hand over critically ill patients to the doctors on call after hours and

on weekends. Provide medicine related information to clinical staff as may be required. Provide counselling for clients and family members. Provide community orientated clinical service and support Primary Health Care Facilities. Maintain accurate health records in accordance with legal ethical considerations including filling/ completion of relevant registers. Maintain a high quality clinical service by providing regular in-service training for Nurses and other Clinical Personnel. Train and guide staff and health associated professionals. Actively participate in morbidity and mortality reviews. Attendance, participate and presentation in academic programme of the department. Participate in quality improvement programmes, Clinical audits, peer review meeting and development of SOPs. Attend to administrative matters as required. Candidate must be prepared to perform after hour duties (commuted overtime).

- ENQUIRIES APPLICATIONS** : All enquiries should be directed to Dr. SF Simelane Tel No: (034) 413 4000  
 : All applications must be addressed to Itshelejuba Hospital Private Bag x 0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital
- NOTE** : An application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current employer, confirming current and appropriate work experience related to the requirements and recommendations for the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provide on the z83, e.g. ref ITSH 1/2018. Please note that failure to comply with the above instructions will disqualify applicant. Please note that the selected candidate will be subjected to pre-employment screening and verification process. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payments of S& T claims.
- CLOSING DATE** : 04 September 2020
- POST 20/153** : **MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 41/2020**  
 Urology
- 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. **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 APPLICATIONS** : Dr C.A Zietsman Tel No: (083) 653 0115  
 : 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 <sup>st</sup> Floor Admin Block.
<b><u>FOR ATTENTION NOTE</u></b>	:	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 – <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> 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.
<b><u>CLOSING DATE</u></b>	:	04 September 2020 (Late applications will not be accepted)
<b><u>POST 20/154</u></b>	:	<b><u>CLINICAL MANAGER GRADE 1 REF NO: RVH 08/2020 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R821 205 - R884 670 per annum (All inclusive salary package). (This inclusive package consist of 70% basic salary and 30% flexible portion that can be structured in terms of applicable rules Other Benefits: Commuted Overtime as per departmental needs, Medical Aid (Optional) and 22% Rural Allowance.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Rietvlei District Hospital
	:	Senior Certificate MBCHB degree Diploma in HIV medicine Certificate of registration with the HPCSA as a Medical Practitioner. Current registration with HPCSA as a Medical Practitioner plus 3 years' experience after registration with the HPCSA as a Medical Practitioner and relevant experience in the management of HIV Qualified applicants will be liable for the performance of commuted overtime as per the roster. Proof of experience from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills and Competencies Extensive medical, surgical knowledge and sound clinical skills Knowledge of health care system and medical ethics Knowledge of relevant acts, policies and regulations of the department of health Good team building and problem solver Excellent human, communication and leadership skills.
<b><u>DUTIES</u></b>	:	Provision of quality patient centered care for all patients Examine, investigate, diagnose and oversee the treatment of patients Provision of after-hours services to care for emergency cases Provide medicine related information to clinical staff as may be required Undertake on-going care individuals patients to allow for continuity of care Maintain accurate health records in accordance with legal ethical considerations Train and guide staff and health associated professionals Actively participate in morbidity and mortality reviews Attend and participate in continuous medical education Participate in quality improvement programmes Ensure that cost effective service delivery is maintained within the respective department Attend to administrative matters as required Perform commuted overtime.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr NT Dabata- Hlaneki Tel No: (039) 260 5000
	:	All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X 501 Stafford's Post 4686 Or Hand Delivered To: Human Resources Department, Rietvlei District Hospital.
<b><u>NOTE</u></b>	:	The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. RVH 01/2020 NB: Failure to comply with the above

instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

- CLOSING DATE** : 11 September 2020
- POST 20/155** : **MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 39/2020**  
Oncology
- 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. **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 APPLICATIONS** : Dr S.R Cacala Tel No: (079) 848 9906, email: shas.cacala@kznhealth.gov.za  
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<sup>st</sup> 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](http://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** : 04 September 2020 (Late applications will not be accepted)
- POST 20/156** : **MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 40/2020**  
Family Medicine
- 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. 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 Extensive medical, surgical knowledge and sound clinical skills. Knowledge of health care system and medical ethics. Knowledge of relevant acts, policies and regulations of the department of health. Good team building and problem solver. Excellent human, communication and leadership skills.
- DUTIES** : Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services to care for emergency cases. Provide medicine related information to clinical staff as may be required. Undertake on-going care individuals patients to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff including medical interns and health associated professionals. Actively participate in morbidity and mortality reviews. Attend, participate and make presentations in continuous medical education. Participate in quality improvement programmes. Ensure that cost-effective service delivery is maintained within the department. Attend to administrative matters as required. Visit clinics and other PHC facilities referring to Ngwelezana Hospital. Perform commuted overtime
- ENQUIRIES APPLICATIONS** : Dr O.C Harbor Tel No: (082) 781 2879  
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<sup>st</sup> 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](http://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** : 04 September 2020 (Late applications will not be accepted)
- POST 20/157** : **MEDICAL OFFICER: PLASTICS AND RECONSTRUCTIVE SURGERY REF NO: MOPLASTSURG/2/2020 (X1 POST)**  
Department: Plastics and Reconstruction Surgery
- SALARY** : Grade 1: R821 205 per annum (All Inclusive Salary Package) excluding Commuted Overtime.  
Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding Commuted Overtime.  
Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding Commuted Overtime.
- CENTRE REQUIREMENTS** : Nkosi Albert Luthuli Central Hospital  
Registration with the Health Professions Council of South Africa as Medical Practitioner Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Previous surgical experience in a plastic surgery environment and FCS primary will be an advantage. Proof of completion of Community Service. Successful completion of FCS (SA) primary and/or intermediate examinations will be an advantage. **Grade 1:** No experience required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Five years (5 years) appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills, Training and Competencies: Candidates must be able to do a detailed clinical assessment of trauma and plastic surgery patients. Ability and knowledge of basic trauma resuscitation, including endotracheal intubation of patients is a requirement. Candidates with basic surgical course & ATLS course will be an advantage.
- DUTIES** : Active participation in ward rounds, patient management on the wards, assisting in theatre, and doing calls after hours are a basic part of the duties. Candidates are expected, when on call, to field many calls from referring doctors and after discussion with a senior to advise the referring doctors appropriately. Good communication skills and courtesy are essential. Attendance and participation in the academic programme of the department is a requirement. The successful candidate will be expected to do commuted overtime.
- ENQUIRIES APPLICATIONS** : Prof A Madaree Tel No: (031) 2401171  
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058 or sent through email to [applications@ialch.co.za](mailto:applications@ialch.co.za)
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note

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

- CLOSING DATE** : 11 September 2020
- POST 20/158** : **MEDICAL OFFICER: RENAL REF NO: MO RENAL/2/2020 (X1 POST)**  
Department: Renal
- SALARY** : Grade 1: R821 205 per annum (All Inclusive Salary Package) excluding commuted overtime  
Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding commuted overtime  
Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding commuted overtime.
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital and DFR  
: Registration with the Health Professions Council of South Africa as a medical practitioner. Senior Certificate. MBCHB degree. Proof of completion of Community Service. Driver's licence. Experience: **Grade 1:** No experience required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge Skills And Experience Required: Sound clinical knowledge in Internal medicine with ability to manage medical emergencies. Knowledge of ethical medical practice. Ability to assess, diagnose and manage in-patients and out-patients in general nephrology, peritoneal dialysis, haemodialysis and renal transplantation.
- DUTIES** : Examination, diagnosis and management of patients. Performance of commuted overtime. Facilitation of staff training and on-going medical education. Participation in quality improvement imperatives (morbidity and mortality meetings, clinical audits). Performance of research. Contribution to the Department's academic programme. Be part of a multi-disciplinary team. The successful candidate will be expected to do commuted overtime.
- ENQUIRIES APPLICATIONS** : Dr. S Hariparshad Tel No: (031) 240 1258/ 031-240 1325  
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058 or sent through email to [applications@ialch.co.za](mailto:applications@ialch.co.za)
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual

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

- CLOSING DATE** : 11 September 2020
- POST 20/159** : **MEDICAL OFFICER REF NO: MO CLINHAEM /2/2020 (X1 POST)**  
Department: Clinical Haematology
- SALARY** : Grade 1: R821 205 per annum (All Inclusive Salary Package) excluding commuted overtime  
Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding commuted overtime  
Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding commuted overtime.
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
: MBCHB Degree plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Proof of completion of Community Service Experience: **Grade 1:** No experience required after completion of Community Service. The appointment to grade 1 requires 1 (one) year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign employees, of whom it is not required to perform Community Service. **Grade 2:** Five (5) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six (6) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign employees, of whom it is not required to perform Community Service. **Grade 3:** Ten (10) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign employees, of whom it is not required to perform Community Service. Knowledge, Skills, Training and Competency Required: Knowledge and skills in clinical medicine. Experience in working in an internal medicine unit will be considered in the candidates favour. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication negotiating, and planning, organizing and interpersonal skills. Ability to work under busy and stressful conditions.
- DUTIES** : Provision of Clinical Haematology services based at IALCH. Management of patients in the Haematology ward including Stem Cell Transplant Unit, Clinics and management of Haematology patients in outlying wards. Provision of afterhours (nights, weekends, and public holidays) call for the department at IALCH including weekend ward rounds. Manage designated areas of responsibility in the Clinical Haematology. Active involvement in the administration of the General Haematology and Haematology Oncology Clinics and Wards to optimize patient care. Assist In the implementation of guidelines, protocols and clinical audits. To attend and participate in the department's academic programme. Participate in overtime roster. The successful candidate will be expected to do commuted overtime.
- ENQUIRIES APPLICATIONS** : Dr S Parasnath Tel No: (031) 240 1904  
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058 or sent through email to [applications@ialch.co.za](mailto:applications@ialch.co.za)
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants.



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

- CLOSING DATE** : 11 September 2020
- POST 20/160** : **MEDICAL OFFICER: UROLOGY REF NO: MO URO/1/2020 (X2 POSTS)**  
Department: Urology
- SALARY** : Grade 1: R821 205 per annum (All Inclusive Salary Package) excluding Commuted Overtime.  
Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding Commuted Overtime.  
Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding Commuted Overtime.
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital  
: An appropriate qualification in the appropriate Health Science PLUS Current Registration with the Health Professions Council of South Africa as an independent medical practitioner. Completion of Community Service. Recommendation: Experience in Urology. FCS – 1A (Primary), ATLS, ACLS or PALS will be a distinct advantage. **Grade 1:** No experience required from South African Qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Six (6) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Ten (10) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Knowledge Skills And Experience Required: Knowledge of operative and post-operative management of the surgical patient. Any training in the field of general surgery will be a distinct advantage Preference will be given to those who have completed some or all of their surgical training. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Experience in Urology. Ability to assist the Urology staff in the smooth running of the Department. Ability to function in a multi-disciplinary setting.
- DUTIES** : Provide appropriate medical care to all urologic patients. Assist in teaching undergraduates. Attend all academic activities and teaching/training sessions in the department. Performance of after hour duties.
- ENQUIRIES APPLICATIONS** : Dr EH Abdel Goad Tel No: (031) 2401179  
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058, or sent through email to [applications@ialch.co.za](mailto:applications@ialch.co.za)
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment

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

- CLOSING DATE** : 11 September 2020
- POST 20/161** : **ASSISTANT MANAGER NURSING (SURGICAL) REF NO: NGWE 42/2020**
- SALARY** : R614 991 – R633 432 per annum, 8% Rural Allowance, 13<sup>th</sup> cheque, Housing Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Diploma/Degree in General Nursing. Registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate or recognizable experience at management level. Attach proof of working experience endorsed by Human Resource Department/ Employer. Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework Nursing Act, Health Act, Occupational Health and Safety act, Labour relations Act, Public service regulations Patients' Rights Charter, Batho Pele principles, etc Strong interpersonal, communication (verbal and written) and presentation skills. Ability to make independent decisions, problem solving and conflict resolution. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy, initiative and innovation. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills. Knowledge of nursing care delivery approaches. Sound knowledge of Nursing Management Conflict management, Mentorship, supervisory and change management skills.
- DUTIES** : Provide effective and professional leadership in clinical governance to ensure clinical accountability and quality patient care. Delegate, supervise & coordinate the provision of effective and efficient patient care through adequate nursing care in surgical wards. Develop/establish & maintain constructive working relationship with nursing & other stakeholders (i.e. Inter-professional, inter-sectoral & multidisciplinary teamwork). Participate in the analysis, formulation & implementation of nursing guidelines, practices, standards & procedure. Ensure adherence to prescribed policies and procedures. Ensure effective management, utilization and supervision of all resources. Administer all nursing services and support services within in the hospital. Monitor and implement EPMDS. Monitor and implement National Standards, and ideal hospital initiative. Improve quality of care through reduction of patient complains, public complains. Ensure that accurate, reliable statistics and reports are generated. Monitor and evaluate effectiveness of nursing staff development, infection control, and quality control and information management practices in the hospital against set standards with view to identify gaps and address problems timeously. Investigate adverse events and develop action plans for gaps identified.
- ENQUIRIES** : Ms R.M Sithole Tel No: (035) 901 7258
- 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, 1<sup>st</sup> 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](http://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** : 04 September 2020 (Late applications will not be accepted)
- POST 20/162** : **ASSISTANT MANAGER NURSING: SPECIALTY AREA (OBSTETRICS & GYNAECOLOGY) REF NO: RVH 09/2020 (X1 POST)**
- SALARY** : R614 991 – R692 166 per annum. Other Benefits: Home Owner Allowance (conditions apply), 13<sup>th</sup> Cheque (conditions apply), Medical Aid (Optional), Rural Allowance (12% of Basic Salary)
- CENTRE REQUIREMENTS** : Rietvlei District Hospital  
 : Senior Certificate (Grade 12) or equivalent qualification. Basic R425 /Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and midwifery. Registration certificate with the South African Nursing Council as Professional Nurse. Proof of current registration with SANC:(2020 receipt) Minimum of 10 years appropriate experience in nursing after registration as a Professional Nurse, with SANC in General Nursing. At least 6 years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the 1 year post- basic in advanced midwifery At least 3 years of the period referred to above must be appropriate/recognizable experience at Management Level. Proof of work experience (Certificate of Service) from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills and Competencies Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal framework such as: Nursing Act, Occupational Health and Safety Act, Patient Right Act, Batho Pele Principles etc. Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure etc. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management. Insight into the public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care computer skills in basic programs.
- DUTIES** : Provide effective management and professional leadership in the specialized units. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required. Effective management utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele. Maintain clinical competence by ensuring that scientific principles of nursing and clinical governance are implemented. Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures Provide supportive supervision and comply with EPMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students. Monitor implementation of EPMDS. Disaster Management, Monitor implementation of NCS and interpret its impact on service delivery. Co-ordinate and participate in health promotion activities and Monitor and evaluation of data. Demonstrate basic computer literacy as a support tool to enhance service delivery.
- ENQUIRIES APPLICATIONS** : Mr MH Mbatha Tel No: (039) 260 5000  
 : All Applications Should Be Forwarded To: Chief Executive Officer, P/Bag X 501, Stafford's Post 4686 Or Hand Delivered To: Human Resources Department Rietvlei District Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website

- www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. RVH 01/2020 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities.

- CLOSING DATE** : 11 September 2020
- POST 20/163** : **ASSISTANT                      MANAGER                      NURSING                      SPECIALTY**  
**(THEATRE/CASUALTY/HAST/INCLUDING OPD/ CSSD REF NO:**  
**EMS/18/2020**
- SALARY** : R614 991 - R692 166 per annum (other benefits: Medical Aid (Optional) 13<sup>th</sup> Cheque, Housing allowance (employee must meet prescribed requirements) plus 8% Rural allowance.
- CENTRE** : Emmaus Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12)/ STD 10, Diploma/ Degree in General Nurse, Midwifery, a post Basic qualification in Operating Theatre Technique accredited with the SANC, proof of current registration with South African Nursing Council, a minimum of 10 years' experience in Nursing after registration as a Professional Nurse with SANC in General Nursing at least 6 years of the period referred above must be above appropriate/ recognizable experience after obtaining the one year Post Basic qualification in the relevant Speciality. At least 3 years of the period referred above must be the Experience at Management level. Proof of current and previous working experience endorsed by Human Resource Manager must be attached. Recommendation: Computer Literacy, Degree/ Diploma in Health/ Nursing Management/ Nursing Administration will be an advantage, Drivers License Knowledge & Skills Knowledge and sight into Nursing process and procedures, knowledge of Nursing status and other relevant legislative frameworks, knowledge of Health Care Service Delivery, knowledge of disciplinary process, knowledge of basic standard management principle of approach, the ability to function well with a team, sound communication, counselling and time management skills. Understanding of Human Resource needs and developments. Nursing status and other relevant Public Service Acts legislation. Decision making and problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implementation of Batho Pele principles, Supervisor and analytical skills.
- DUTIES** : Co-ordination of optimal, holistic specialized nursing care provided within the standards and professional/ legal framework. As the manager for the complex ensure overall management and necessary support for effective functioning of unit. Foster team spirit and commitment among all categories of staff by upholding Batho Pele principles. Maintain clinical competence by ensuring that scientific principle of nursing are implemented. To monitor the preparation for operations and ensuring smooth running of the Theatre. Manage staff performance (EPMDS) in all your components. Deal with disciplinary issues, grievance and other labour issues including monitoring and managing absenteeism. Manage the utilization of all resources efficiently and effectively. Monitor the implementation of the CCMDD and MMC program. Participate in the analysis, formulating and implementation policies, practices and procedures. Participate in SCM, Financial Management process as determined

by PFMA. Ensure that a Health and Safety environment is maintained, conduct Risk Assessment. Monitor and control the quality of patient care. Co-ordinate the implementation of National Core Standards, IPC, Ideal Hospital Assessment and ensure compliance thereof, conduct Clinical audits. Ensure accurate and reliable statistics and reports are generated through the information management section. Monitor and evaluate the effectiveness of nursing staff development, infection control and information management practices in Hospital against set standard with a view to identify and address problem areas harmoniously. Delegate, supervisor and co-ordinate the provision of effective, efficient and economical use of all allocated resource including Human Resources. Promote Ethics and Professional in the workplace. Ensure optimal clinical governance is adhered too in all the departments.

- ENQUIRIES** : Ms PPJ 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, 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 CV and certified copies of qualification certificates, service certificate including ID and driver's license (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and travelling allowance will be paid for interview attendance.
- CLOSING DATE** : 04 September 2020 at 16:00
- POST 20/164** : **ASSISTANT MANAGER NURSING (SPECIALTY STREAM) REF NO: VRH 05/2020**
- SALARY** : R614 991 per annum plus 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
- CENTRE** : Vryheid District Hospital (Various Components)
- REQUIREMENTS** : Bachelor Degree/Diploma in Nursing and Midwifery. One (1) post basic diploma in Neonatal Nursing Science. A minimum of ten (10) years appropriate or recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least six (6) of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the one (1) year post-basic qualification in the relevant speciality. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level. Proof of current registration with SANC (2020 Receipt). Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. The post will be filled in terms of the Employment Equity Target. Knowledge, Skills, Training and Competencies Required: Knowledge of labour relations. Leadership, organizational, decision making and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge on nursing care processes and procedures, nursing statuses and the relevant legal framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes. Good verbal and written communication skills.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards and professional/legal framework. Ensure accurate and reliable statistics and reports are generated through the information management section. Monitor and evaluate the effectiveness of nursing staff development, infection control, and quality control and information management practices in the hospital against set standard with a view to identify and address problem areas timeously. Ensure the effective, efficient and economical use of all

allocated resources, including human resources. Delegate, supervise and coordinate the provision of effective, efficient and economical use of all allocated resources including human resources. Coordination of the provision of effective training and research. Maintain professional growth/ethical standards and self-development. Participate in all initiatives which aim to achieve quality service provision. Ensure that units comply with National Core Standards, Batho Pele Principles to meet the need and demands of the clients. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences.

- ENQUIRIES** :
  - APPLICATIONS** :
  - FOR ATTENTION** :
  - NOTE** :
- Mrs. NJ Khumalo Tel No: (034) 9822111 Ext 5916
- All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100.
- Mr SP Nene
- 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 all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of 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. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
- 04 September 2020
- CLOSING DATE** :
- POST 20/165** :
- ASSISTANT MANAGER NURSING (MCWH) REF NO: EMS/20/2020**  
Component: Maternal & Child Women’s Health (MCWH)  
Re-advert
- SALARY** :
- R614 991 - R692 166 per annum, Plus 13<sup>th</sup> Cheque, Medical Aid (Optional) and Home Owner allowance (employee must meet prescribed requirements).
- CENTRE** :
- Emmaus Hospital
- REQUIREMENTS** :
- 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, A valid Driver’s License Computer literacy Qualification in Nursing Administration. Knowledge & Skills health professionals Demonstrate effective communication with patient, supervisors, other and junior colleagues including more complex report writing when required work as part of multidisciplinary care 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

<b><u>DUTIES</u></b>	: thee unit Demonstrate an in-depth understanding of legislation & related legal and ethical nursing practice and how this impacts on service delivery. : Provide antennal, 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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Ms. P.P.J Van Der Plank Tel No: 036 488 1570 (ext. 8204) : 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.
<b><u>FOR ATTENTION NOTE</u></b>	: Human Resource Manager : 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.
<b><u>CLOSING DATE</u></b>	: 04 September 2020 at 16:00
<b><u>POST 20/166</u></b>	: <b><u>OPERATIONAL MANAGER REF NO: IMBALCHC 03/2020</u></b>
<b><u>SALARY</u></b>	: R562 800 per annum. Benefit: Plus 13th cheque, 8% Rural Allowance, Housing Allowance (provided the incumbent meets the requirements) - Employee must meet prescribed requirements and Medical Aid – Optional
<b><u>CENTRE</u></b>	: Midlands Mobile 1 Clinic under Imbalenhle Community Health Centre, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	: Basic R425 qualification i.e. Degree/Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care as per R212 SANC Regulation. Proof of current registration with SANC (2020 receipt). Current registration with SANC as General Nurse, Midwifery and Primary Health Care Nurse. Experience: A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in Primary Health Care as per R212 SANC Regulation. Valid driver's license (Code EB). Computer literacy (Attach proof). Certificate of service (Proof of current and previous work experience endorsed and stamped by Human Resources Manager must be attached) Plus Persal Print-Out of Service Record Where Applicable. Recommendation: Degree/Diploma in Nursing Administration. Training Certificate in Nurse initiated and management of ART (NIMART). Knowledge, Skills, Training & Competencies Required: Knowledge of Nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Financial and budgetary knowledge pertaining to the resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs.
<b><u>DUTIES</u></b>	: Delegate, supervise and coordinate the provision of effective and efficient patient care through adequate nursing care. Facilitate provision of

comprehensive package of service at PHC level and implementation of quality improvement programs to comply with NHI. Ensure adequate control of human and material resources including vehicles. Supervise and monitor staff performances according to EPMDS. Evaluate and monitor compliance with clinical protocols, norms and standards within the mobile unit. Monitor implementation of performance indicators on a daily, weekly and monthly basis, provide feedback to management, analyze data and draw up quality improvement plan and implementation plan. Exercise control of discipline and any other Labour Related issues in terms of laid down procedures. Compile and submit reports timeously. Monitor and evaluate the care and management of all patients through clinical audits. Maintain constructive working relationships with all the stakeholders i.e. inter-professional, inter-sectoral and multi-disciplinary team. Work outside normal working hours and weekend according to community needs. Assists in consultation of patients to reduce waiting times. Provide direct and indirect supervision of all staff within the unit and give guidance. Monitor implementation of PHC re-engineering in clinic and ICDM. Ensure complaint management is functional of in the mobile unit. Supervise Satellite clinics, Family Health Team, School Health Team and Mobile unit in the absence of Assistant Nursing Manager.

**ENQUIRIES  
APPLICATIONS**

: Mrs NM Chonco Tel No: (033) 398 9100 ext. 9140  
 : Must Be Forwarded To: Human Resources Department Imbalenhle Community Health Centre, Private Bag X 9104, Pietermaritzburg 3200 or Hand delivered at Imbalenhle Community Health Centre- HR, Unit 3, Thwala Road, Imbali, Pietermaritzburg 3201.

**NOTE**

: NB: Imbalenhle Community Health Centre is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the institution. Preference will be given to African male and People with disability.

**CLOSING DATE**

: 04 September 2020

**POST 20/167**

: **OPERATIONAL MANAGER REF NO: HRT 03/2020 (X1 POST)**  
 Component: Hartland Clinic

**SALARY**

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

**CENTRE  
REQUIREMENTS**

: Hartland Clinic  
 : Senior Certificate (Grade 12).Diploma/Degree in General Nursing and Midwifery. One year post basic qualification in Primary Health Care, Current registration with SANC as Professional Nurse and Midwifery. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and Midwifery, of which five(5) years must be recognizable experience after obtaining one(1) year post basic qualification in Primary Health Care. Certificate of service stamped and signed by Human Resource Department must be attached. Unendorsed valid Code B driver's license. Proof of current/previous work experience endorsed and stamped by the employer/s must be attached. Job Purpose: To provide effective Planning, Monitoring, Evaluation and Reporting services in the institution as well as for feeder clinics. Knowledge, Skills, Training And Competencies Required:- Knowledge and insight into Nursing process and procedures. Knowledge of nursing statutes and other relevant Public Services Act/legislations. Decision making and problem solving skills. Interpersonal skills in dealing with conflicts management. Knowledge and implement Batho Pele principles. Supervisory and analytical thinking skills. Stress tolerance, flexibility, empathy and ability to communicate constructively. Disaster management skills. Team building and supervisory skills.

**DUTIES**

: Provide effective management and professional leadership ensuring that ward unit are organized and covered with Professional staff. To provide quality patient care. Provide effective supervision of wad/unit ensuring implementation of nursing standard, policies and procedures. Manage and direct efficient utilization of resources to enhance service delivery. Exercise control of discipline, grievance and any other Labour related issues in terms of laid down procedures. Maintain client satisfaction through monitoring and setting of service standards. Implement and monitor National Core Standards. Implement EPMDS. Advocate for patients in facilitating proper treatment care and adherence to Patient Rights Charter and Batho Pele Principles. Ensure to keep accurate records. Compile unit statistics monthly.



<b><u>ENQUIRIES</u></b>	:	Ms TN Maphumulo Tel No: (034) 995 8500/80
<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded to: The Human Resource Manager, Edumbe Community Health Centre, P/Bag x 322, Paulpietersburg, 3180, or hand delivered to: The Human Resource Office, Stand No 463 eDumbe Main Street, Paulpietersburg, 3100 Human Resource Management Edumbe Main Street Paulpietersburg.
<b><u>FOR ATTENTION</u></b>	:	Mrs. EP Mdlalose
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. <b><u>NB:</u></b> Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment 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.
<b><u>CLOSING DATE</u></b>	:	07 September 2020
<b><u>POST 20/168</u></b>	:	<b><u>OPERATIONAL MANAGER (SPECIALTY STREAM) REF NO: VRH 06/2020</u></b>
<b><u>SALARY</u></b>	:	R562 800 per annum plus 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	:	Vryheid District Hospital (Trauma & Resuscitation)
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree/Diploma in Nursing and Midwifery. Registration certificates with the SANC as Professional Nurse, Midwifery and Post-Basic in Trauma and Emergency. One (1) year Post-Basic qualification Diploma in Trauma and Emergency Nursing Science. A minimum of nine (9) years appropriate/recognizable experience in nursing 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/recognizable experience in the specific speciality after obtaining the one (1) year Post-Basic qualification in the relevant speciality. Current proof of registration with SANC (2020 receipt). Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. The post will be filled in terms of the Employment Equity Target. Recommendation: Registration certificate with SANC in Nursing Administration. Proof of computer literacy. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care process and procedures, nursing statutes, and other relevant legal framework. Knowledge of labour relations. Good verbal and written communication skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework.
<b><u>DUTIES</u></b>	:	Coordination of optimal, holistic specialized nursing care provided within set standards and professional/legal framework. Ensure accurate and reliable statistics and reports are generated through the information management section. Monitor and evaluate the effectiveness of nursing staff development, infection control, and quality control and information management practices in the hospital against set standard with a view to identify and address problem areas timeously. Ensure the effective, efficient and economical use of all allocated resources, including human resources. Delegate, supervise and co-ordinate the provision of effective, efficient and economical use of all allocated resources including human resources. Coordination of the provision of effective training and research. Maintain professional growth/ethical standards and self-

		development. Participate in all initiatives which aim to achieve quality service provision. Ensure that units comply with National Core Standards, Batho Pele Principles to meet the need and demands of the clients.
<b><u>ENQUIRIES</u></b>	:	Mrs. NJ Khumalo Tel No: (034) 9822111 Ext 5916
<b><u>APPLICATIONS</u></b>	:	All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100.
<b><u>FOR ATTENTION</u></b>	:	Mr SP Nene
<b><u>NOTE</u></b>	:	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 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 - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . 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. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
<b><u>CLOSING DATE</u></b>	:	04 September 2020
<b><u>POST 20/169</u></b>	:	<b><u>ASSISTANT MANAGER NURSING: AREA (MEDICAL AND SURGICAL WARD) REF NO: RVH 10/2020 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R562 800 – R614 874 per annum. Other Benefits: Home Owner Allowance (conditions apply), 13 <sup>th</sup> Cheque (conditions apply), Medical Aid (Optional), Rural Allowance (12% of Basic Salary)
<b><u>CENTRE</u></b>	:	Rietvlei District Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Grade 12) or equivalent qualification. Basic R425 /Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. Registration certificate with the South African Nursing Council as Professional Nurse. Proof of current registration with SANC:(2020 receipt) Minimum of 08 years appropriate experience in nursing after registration as a Professional Nurse, with SANC in General Nursing. At least 3 years of the period referred to above must be appropriate / recognizable experience at Management Level. Proof of work experience (Certificate of Service) from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills and Competencies Knowledge of South African Nursing Council (SANC) rules and regulations Decision making and problem solving skills Conflict Management and negotiation skills Demonstrate effective communication with patients, supervisors, other Health Professionals and junior colleagues including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by nursing team. Leadership, organizational, decision making and problem solving skills Report writing skills, and time management skills, Good communication, interpersonal relations, counselling and conflict management skills. Ability to formulate patient care related policies Knowledge of Public Service Policies, Acts and Regulation Knowledge on HIV/AIDS plus TB programmes.
<b><u>DUTIES</u></b>	:	Ensure co-ordination of various clinical and support services so that functions are performed within a multi-disciplinary approach to allow for total patient care. Contribute to the development of clinical management guidelines and protocols for management of patients and ensure acceptable level of care within available resources Formulate and monitor operational plan which is online

with the strategic plan of the hospital and department Assist in the implementation of priority programmes e.g National Core Standards Monitor and maintain standards set by accreditation bodies Formulate programmes and projects and ensure implementation thereof Executes duties and functions with proficiency within the prescripts of all applicable legislation and support the aims and objectives of the institution Monitor and maintain standards set by the accreditation bodies Evaluate patients care programmes from time to time and make proposals for improvement that is supported by strong work ethics Ensure effective and efficient utilization of all resources allocated to in the unit Ensure implementation and maintenance of clinical competencies and to ensure that scientific principles of nursing processes are maintained Provide expert advices concerning clinical management of patients.

**ENQUIRIES APPLICATION**

: Mr MH Mbatha Tel No: (039) 260 5000  
 : All Applications Should Be Forwarded To: Chief Executive Officer P/Bag X 501, Stafford's Post, 4686 Or Hand Delivered To: Human Resources Department Rietvlei District Hospital

**NOTE**

: The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document Faxed applications will not be accepted The reference number must be indicated in the column provided on the form Z83 e.g. RVH 01/2020 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC) Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution) If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

**CLOSING DATE**

: 11 September 2020

**POST 20/170**

: **OPERATIONAL MANAGER NURSING: GENERAL STREAM (GRADE 1) GJC 10/2020**

**SALARY**

: R444 276 - R500 031 per annum. Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

**CENTRE REQUIREMENTS**

: GJ Crookes Hospital  
 : Senior Certificate. Diploma/Degree in General Nursing Science and Midwifery) or Equivalent qualification that allows registration with SANC as Professional Nurse. Current registration (2020) with the SANC as a professional Nurse. A minimum of seven (7) years appropriate or 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. Knowledge: Knowledge of nursing care processes and procedures nursing status and other relevant legal framework such as Nursing Act, Mental Health Act, OHS, Batho Pele and Patient Right Charter, labour Relations Act, Grievance procedures etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiation, conflict handling and counseling. Financial and budgetary knowledge. Good insight of procedure and policies pertaining to nursing care. Computer skills in basic programs. Knowledge of SANC rules and regular scope of practice, labour relation and departmental policies.

**DUTIES**

: Organization and monitoring of set objectives provided within the norms and standards of Nursing Profession and Act. Delegation of duties and ensuring its implementation. Ensure implementation and monitoring of EPMSD. 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 the 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. 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** : Ms PT Mkhize Tel No: (039) 978 7019
- APPLICATIONS** : Should be posted to: The Acting Human Resource Manager, GJ Crookes Hospital, Private Bag X5501, Scottburgh, 4180
- FOR ATTENTION** : Mr. JL Majola
- NOTE** : Application for Employment Form (form Z83), which is obtainable at any Government Department or from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of educational qualifications – not copies of certified copies, curriculum vitae, certified copy of Identity Document, certified copy of driving licence. The reference number must be indicated in the column provided on the Z83. The appointment is subject to the positive outcome obtained from the NIA to the following checks: (security checks, Credit records, qualification, citizenship and previous experience verifications). Please note that due to the large number of applications received, applications will not be acknowledged, however, please be informed that if no notification of appointment is made within three months of the closing date applicants should accept that their application was unsuccessful.
- CLOSING DATE** : 04 September 2020 at 16h00
- POST 20/171** : **CLINICAL PROGRAMME CO-ORDINATOR- CDC GR1: REF NO: ILE 05/2020 REF NO: ILE 05/2020 (X1 POST)**  
Component: ILE: Communicable Diseases
- SALARY** : R444 276 per annum. Benefits: 13th Cheque, home owner's allowance, and Medical aid optional [Employee must meet prescribed conditions].
- CENTRE** : ILembe Health District Office
- REQUIREMENTS** : Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), B. Degree or National Diploma in General nurse & midwifery, Current registration with SANC, a minimum of 7 years appropriate recognizable nursing experience after registration as Professional Nurse and midwifery. Valid Driver's License [code 08]. Report writing abilities, financial management skills, empathy and counseling skills, strong interpersonal, communication and presentation skills, project management skills, ability to make independent decisions, an 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, proven initiative, decisiveness and the ability to acquire new knowledge swiftly, computer literacy with a proficiency in MS Office Software applications. **NB:** Proof of previous and current work experience endorsed and stamped by HR Office must be attached. Recommendations: Diploma in Primary Health Care **N.B:** All successful candidates/applicants will be subject to driving competency assessment prior to appointment.
- DUTIES** : Plan and coordinate the application of clinical strategies associated with Communicable Diseases in the District through case investigation, outbreak control response, inspection, monitoring and evaluation (e.g. TB, Malaria, Rabies, Vaccine Preventable diseases, etc.). Review case report forms submitted by facilities for completeness, timeliness, adherence to policies and institution of control measures. Respond to general questions from the public, health providers, private sector, etc. about communicable diseases affecting the community and communicates the risks, prevention, and control measures associated with communicable diseases. Monitor indicators/ surveillance data which measure health practices in the District, in order to provide support and report on findings to district health management Network with other provincial department and NGO'S to maintain a referral service for community members inclusive of community based services thereby supporting the broader health care provision 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 prevention and control of

communicable diseases. Ensure establishment of establishment of highly motivated, well developed and adequate workforce.

**ENQUIRIES** : Ms. T.M. Banda (Deputy District Director: IDHSD) Tel No: (032) 437 3500

**APPLICATIONS** : Please Forward Applications To: The District Director: ILembe Health District Office, Private Bag x10620, KwaDukuza, 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](http://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. ILE/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** : 11 September 2020

**POST 20/172** : **CLINICAL NURSE PRACTITIONER – MOBILE CLINIC REF NO: UMP 13/2020**

**SALARY** : Grade 1: R383 226 – R444 276 per annum  
Grade2: R471 333 – R579 696 per annum

**CENTRE** : Umphumulo Hospital

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

**DUTIES** : Provide quality comprehensive primary health care by promoting preventative, curative and rehabilitative services for the clients and community. Provide holistic nursing care to patients in a specialty unit in a cost effective, efficient and equitable manner. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Promote scientific quality nursing care by functioning as a therapeutical team co-ordinating between hospital and community and preventing medico legal hazards. Conduct training of Home Based Care; DOTS and other community representatives and volunteers within the district. Work effectively and amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Encourage research by assisting in regional and departmental projects, always making sure that the

community needs are taken into account. Be involved in community meetings and committees. Teach patients on a one to one basis. Provide health education of patients, public and staff. Assist patients and families to develop a sense of self care. Conduct individual consultation sessions. Evaluate and follow up patients during clinic visits. Maintain accreditation standards by ensuring compliance with National Norms and Standards (NCS). Order medication as necessary and ensure proper control. Participate in the formulation, analysis, implementation and monitoring of clinic objectives, policies and procedures. Ensure compliance with Infection Prevention and Control as well as Occupational Health and Safety. Provide safe and therapeutic environment for patients, staff and public. Ensure proper utilization of resources and exercise care over government property. Offer managerial services in the absence of the Operational Manager.

**ENQUIRIES  
APPLICATIONS**

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

**FOR ATTENTION  
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. Please note that due to financial constraints, there will be no payment of S&T claims.

**CLOSING DATE**

: 04 September 2020

**POST 20/173**

: **PROFESSIONAL NURSE SPECIALTY MATERNITY ADVANCED  
MIDWIFERY REF NO: ITSH 16/2020**

**SALARY**

: **Grade 1:** R383 226 per annum. Other benefit: 13 cheque, 12% rural allowance, home owners allowance (employee must meet prescribed requirements), Medical Aid (optional).  
**Grade 2:** R471 333 per annum. Other benefit: 13 cheque, 12% rural allowance, home owners allowance (employee must meet prescribed requirements), Medical Aid (optional).

**CENTRE  
REQUIREMENTS**

: Itshelejuba Hospital  
 : Senior certificate/Grade 12. Or equivalent qualification, Degree/National Diploma in general Nursing and Midwifery, A post Basic qualification with a duration of least one year accredited with SANC in Advanced midwifery and Neonatal Nursing Science, Current registration with SANC as a General Nurse and Midwifery, 2020 SANC Annual practicing certificate (2020 receipt), proof current and previous experience endorsed by Human Resources Department  
 Experience: **Grade 1:** A minimum requirements of 4 years appropriate/ recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. **Grade 2:** A minimum requirements of 14 years appropriate/ recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. At least ten years of the period referred to above must be appropriate/ recognizable experience in the Maternity after obtaining the 1 year post qualification in Midwifery and Neonatal Nursing Science. Certificate of service must be attached as a proof of experience. Knowledge, Skills, Training and Competencies Required:

		Knowledge of nursing care process and procedures, nursing statutes and other relevant legal framework. Good communication skills-verbal and written leadership, interpersonal, problem solving, conflict management and decision make skills. Co-ordination and liaison skills. Knowledge and Public Service Policies Act, and Regulations. Knowledge of Labour Relations Act, disciplinary and grievances procedures. Knowledge of Nursing Act, Occupational Health and Safety Act of 1995. Knowledge and implementation of Batho Pele principles, Patient's rights Charter and Code of Conduct.
<b><u>DUTIES</u></b>	:	Perform clinical nursing in accordance with the scope of practice and nursing standard. To execute duties functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties/functions within the prescripts of all applicable legislation. Maintain client satisfaction through quality service, innovation and professional nursing care by upholding the principles of Batho Pele and the standards sets by the accreditation process. Compile and analyze monthly statistics and use the information for future planning. Maintain clinical competency by ensuring that scientific principles of nursing care arte within the legal requirement. Ensure ongoing education and staff training in ESMOE, CARMA, PMTCT, MBFHI etc. Provision of quality maternal and neonatal care through setting of standards. Participate in the implementation of National Priorities clinic guidelines and protocol e.g. IPC, Quality Assurance etc. Maintain accurate and complete patient records. Participate in Health Promotion and illness prevention initiatives. Participate in the formulation and analysis of standard operating procedures and ensure that these are in accordance with the current statutory regulations and guidelines. Assist unit manager with overall management and support for effective functioning of the unit. Attend sub district and district perinatal meetings. Conduct clinical audit and compile summary report in order to monitor implementation of guidelines and protocols. Ability to work independently in all sections of the unit. Participate in the implementation of priority programs and strategies to reduce morbidity and mortality rates. To take charge of the unit during the absence of Operational Manager in charge and to manage the unit accordingly.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	All enquiries should be directed to Mrs. TG Msibi Tel No: (034) 413 4000
	:	All applications must be addressed to Itshelejuba Hospital Private Bag x 0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital
<b><u>NOTE</u></b>	:	An application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth . gov.za</a> Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer , confirming current employer , confirming current and appropriate work experience related to the requirements and recommendations for the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provide on the z83, e.g. ref ITSH 1/2020. Please note that failure to comply with the above instructions will disqualify applicant. Please note that the selected candidate will be subjected to pre-employment screening and verification process. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payments of S& T claims.
<b><u>CLOSING DATE</u></b>	:	04 September 2020
<b><u>POST 20/174</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER (PHC) REF NO: NKAH 15/2020 (X1 POST)</u></b> Department: Primary Health Care
<b><u>SALARY</u></b>	:	Grade 1: R383 226 – R444 276.per annum Grade 2: R471 330 – R579 696.per annum Other Benefits: 13 <sup>th</sup> Cheque, Medical Aid, (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% Rural Allowance
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mandaba Clinic
	:	Senior Certificate (Grade 12). Degree / National Diploma in nursing that allows registration with the SANC as a Professional Nurse and Midwifery. A post-basic nursing qualification, with a duration of at least 1(one) year accredited with

SANC in Clinical Nursing Science, Health Assessment, Treatment and Care). Current SANC receipt (2020). Proof of current and previous work experience endorsed and stamped by Human Resource Department i.e. (Certificate of Service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply.

**Grade 01:** A minimum of four (4) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 02:** A minimum of fourteen (14) years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate/recognizable after obtaining one (01) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care Knowledge, Skills, Attributes And Abilities Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies appropriate understanding of nursing scope of practice and nursing standards as determined by Primary Health Care. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organising, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving, disciplinary and co-ordination skills.

**DUTIES** : Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Provide quality comprehensive community health care. Provide educational Services. Evaluate and follow-up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patient's clinical conditions. Promote scientific quality nursing care. Administrate and control medication. Responsible for individual consultation sections and identification of community needs. Render ANC Services and conduct deliveries.

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

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

**FOR ATTENTION** : Mrs. SG Masikane

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

**CLOSING DATE** : 04 September 2020



**POST 20/175** : **CLINICAL NURSE PRACTITIONER) GRADE 1/GRADE 2 REF NO: HRT/4/2020**

**SALARY** : Grade 1: R383 226 per annum  
Grade 2: R471 333.per annum  
Other Benefits: 13th Cheque Medical Aid (Optional), Housing Allowance Employee must meet prescribed. Requirements and Rural Allowance 12%.

**CENTRE REQUIREMENTS** : Hartland Clinic  
: Senior Certificate (Grade 12).Diploma/Degree in General Nursing and Midwifery or equivalent qualification that allow registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1 year qualification in Curative skills in Primary Health Care accredited with SANC. Registration certificate with SANC as a general Nurse, Midwifery and Clinical Nursing Science. Current proof of registration with SANC 2020. Certificate of service stamped by HR Department. Proof of current and previous experience endorsed and stamped by HR must be attached. Job Purpose: To provide effective and efficient health care services to the community. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and ethical nursing practices within a primary health care environment. Report writing skills.

**DUTIES** : Perform a clinical nursing science in accordance with the scope of practice and standards as determined for a primary health care facility. Promote quality of nursing care directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of diverse intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure services in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance services delivery.

**ENQUIRIES APPLICATIONS** : Ms TN Maphumulo Tel No: (034) 995 8500/80  
: All applications should be forwarded to: The Human Resource Manager, Edumbe community Health Centre, P/Bag x 322 Paulpietersburg, 3180, or hand delivered to: The Human Resource Office, Stand No 463 eDumbe Main Street, Paulpietersburg, 3100Human Resource Management Edumbe Main Street Paulpietersburg

**FOR ATTENTION NOTE** : Mrs. EP Mdlalose  
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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.

**CLOSING DATE** : 07 September 2020

**POST 20/176** : **CLINICAL NURSE PRACTITIONER (PHC) REF NO: NKAH 11/2020 (X1 POST)**  
 Department: Primary Health Care

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

**CENTRE REQUIREMENTS** : Nkandla Hospital Mobile Clinic  
 : Senior Certificate (Grade 12). Degree / National Diploma in nursing that allows Registration with the SANC as a Professional Nurse and Midwifery. A post-basic nursing qualification, with a duration of at least 1(one) year accredited with SANC in Clinical Nursing Science, Health Assessment, Treatment and Care). Current SANC receipt (2020). Proof of current and previous work experience endorsed and stamped by Human Resource Department i.e. (Certificate of Service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. **Grade 01:** A minimum of four (4) years appropriate / recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 02:** A minimum of fourteen (14) years appropriate / recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate / recognizable after obtaining one (01) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care Knowledge, Skills, Attributes and Abilities Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards as determined by Primary Health Care. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organising, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving, disciplinary and co-ordination skills.

**DUTIES** : Assess clients' needs and make necessary interventions. Promote health status for the community at large by giving health education. Plan and conduct awareness according to community needs. Supervise junior nurses and do allocation Write reports to other Multi-Disciplinary Team members if necessary. Do overall management of staff in the mobile clinic in the absence of an Operational Manager. Assist in planning, organizing and execution of duties in the mobile clinic.

**ENQUIRIES APPLICATIONS** : Mrs. SJ Nguse Tel No: (035) 833 5047  
 : Applications should be directed to: The Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855

**FOR ATTENTION NOTE** : Mrs. SG Masikane  
 : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview. African males are encouraged to apply.

- CLOSING DATE** : 04 September 2020
- POST 20/177** : **PROFESSIONAL NURSE (SPECIALTY) REF NO: NKAH 12/2020 (X3 POSTS)**  
Department: PAEDS and Neonatal
- SALARY** : Grade 1: R383 226 – R444 276 per annum  
Grade 2: R471 330 – R579 696 per annum  
Other Benefits: 13<sup>th</sup> Cheque, Medical Aid, (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% Rural Allowance
- CENTRE REQUIREMENTS** : Senior Certificate (Grade 12). Degree / National Diploma in nursing that allows Registration with the SANC as a Professional Nurse and Midwifery. A post-basic nursing qualification, with a duration of at least 1(one) year accredited with SANC in Child Nursing Science. Current SANC receipt (2020). Proof of current and previous work experience endorsed and stamped by Human Resource Department i.e. (Certificate of Service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. **Grade 01:** A minimum of four (4) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 02:** A minimum of fourteen (14) years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate / recognizable after obtaining one (01) year post basic qualification in Child Nursing Science. Knowledge, Skills, Attributes and Abilities Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards as determined by Child Nursing Health Care. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organising, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving, disciplinary and co-ordination skills.
- DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standards a professional/ legal framework. To plan/ organize and monitor the objectives of the specialized unit in consultation with other members. To provide a therapeutic environment for staff, patients and the public. To provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patient based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provides direct and indirect supervision of all nursing staff/ housekeeping staff and to give guidance. To ensure continuity of patient care on all levels i.e. work book, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Manage effectively the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth / ethical standards and self-development.
- ENQUIRIES APPLICATIONS** : Mrs. SJ Nguse Tel No: (035) 833 5047  
Applications should be directed to: The Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855

**FOR ATTENTION  
NOTE**

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

**CLOSING DATE**

: 04 September 2020

**POST 20/178**

: **PROFESSIONAL NURSE (SPECIALTY) REF NO: NKAH 13/2020 (X3 POSTS)**  
Department: Maternity Ward

**SALARY**

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

**CENTRE  
REQUIREMENTS**

: Nkandla Hospital  
: Senior Certificate (Grade 12). Degree / National Diploma in nursing that allows Registration with the SANC as a Professional Nurse and Midwifery. A post-basic nursing qualification, with a duration of at least 1(one) year accredited with SANC in Midwifery and Neonatal Nursing Science. Current SANC receipt (2020). Proof of current and previous work experience endorsed and stamped by Human Resource Department i.e. (Certificate of Service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. **Grade 01:** A minimum of four (4) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 02:** A minimum of fourteen (14) years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate / recognizable after obtaining one (01) year post basic qualification in Midwifery and Neonatal Nursing Science. Knowledge, Skills, Attributes and Abilities Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards as determined by Midwifery and Neonatal Health Care. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organising, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving, disciplinary and co-ordination skills.

**DUTIES**

: Provide overall management and necessary support to staff for effective functioning. Provision of optimal holistic specialized Midwifery Nursing Care

within set standards and professional/legal framework. Assess and identify the relationship between normal physiological and specific system alterations associated with problems, disorders and treatment in pregnancy, labour, puerperium and neonates. Plan management according to identified problems. Participate in training, monitoring and research with a view to increasing the body of knowledge in midwifery practice. Provide quality patient care through setting of standards, policies and procedures. Provide nursing care that lends itself to improve service delivery by upholding Batho-Pele principles. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Identify and manage high risk clients early and accordingly to prevent and reduce the risk of maternal and infant mortality. Ensure the provision and supervision of patients' needs. Evaluate patient care programmes from time to time to make proposals for improvement.

- ENQUIRIES** : Mrs. SJ Nguse Tel No: (035) 833 5047
- APPLICATIONS** : Applications should be directed to: The Human Resource Manager: Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855
- FOR ATTENTION** : Mrs. SG Masikane
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview. African males are encouraged to apply.
- CLOSING DATE** : 04 September 2020
- POST 20/179** : **PROFESSIONAL NURSE SPECIALTY (OCCUPATIONAL HEALTH) REF NO: MAD 15/ 2020**
- SALARY** : Grade 1: R383 226 – R444 276 per annum  
Grade 2: R471 333 – R579 696 per annum  
Plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
- CENTRE** : Madadeni Provincial Hospital
- REQUIREMENTS** : Basic R425 Degree/ Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a professional nurse. A post basic qualification with a duration of at least 1 year in Occupational Health. A minimum of 4 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. Proof of Current registration with SANC (2020) Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Grade 2 Basic R425 Degree/ Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a professional nurse. A post basic qualification with a duration of at least 1 year in Occupational Health. Proof of Current registration with SANC (2020). A minimum of 14 years appropriate/recognizable experience in nursing after registration as a professional nurse with S.A.N.C. in General Nursing, of which 10 years must

be appropriate /recognizable experience after obtaining the one (1) year post basic qualification in Occupational Health. Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills, Training And Competencies Required: - Knowledge of Nursing care processes and procedures. Primary Health Care and Occupational Health Care, knowledge on nursing processes and procedure, nursing status and other relevant legal framework. Good and sound knowledge of compensation for Health and Safety Act no 85 of 1983. Good communication, team building and interpersonal skills. Coordination and liaison, problem solving and report writing Batho Pele principles, Computer literacy, understanding of health programmes VIZ, HIV, TB, communicable and non-communicable disease

- DUTIES** : Provide support and assistance to ensure optimal health status for all employees in the institution and clinics. Roll out Occupational Health programmes for the hospitals and clinics Conduct medical surveillance program to employees. Execute all duties, functions and responsibilities in compliance with the OHS Act 85 of 1993 COID Act 130 of 1993 and other relevant legislation. Administering and practical implementation of relevant human resource management policies including those related to covid 19. Manage Occupational Health statistics and reports. Develop Occupational Health and safety training programs for employees (involving stakeholders with relevant experience).
- ENQUIRIES** : Ms. Z.E Gumede Tel No: (034) 328 8137
- APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940
- FOR ATTENTION** : The Recruitment Officer
- NOTE** : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. Post: EE Target (African Male)
- CLOSING DATE** : 04 September 2020
- POST 20/180** : **CLINICAL NURSE PRACTITIONER: VARIOUS CLINICS (PHC) REF NO. NGWE 43/2020**
- SALARY** : Grade 1: R383 226.per annum  
Grade 2: R471 333 per annum  
Plus 8% Rural Allowance, 13<sup>th</sup> Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : **Grade 1:** 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. Current registration with the SANC as a Professional Nurse. A minimum of 14 years appropriate or recognizable experience in nursing after registration as

Professional Nurse with the SANC in General Nursing, **Grade 2:** Diploma/ Degree in General Nursing. A 1 year post basic qualification in Primary Health Care Nursing / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the referred above must be appropriate/ recognizable experience in Primary Health Care / Maternity after obtaining 1 year post basic qualification in Primary Health Care / Advanced Midwifery. Proof of working experience (certificate of service) endorsed by Human Resource. Appropriate Specialist procedures and protocols within field of expertise. Understanding of basic HR matters including Labour Relations. Control of budget, monitoring expenditure and project management. Knowledge of legislative prescripts governing the public service. Assessment, diagnosis and management of patient within the field of expertise. Managerial and financial management skills. Computer skills. Problem solving and project management. Concerns of excellence, courtesy and interpersonal skills. Stress tolerance skills and innovation and drive. Awareness of cross-cultural differences.

**DUTIES**

: Provide effective and professional leadership within clinic. Oversee a 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 audits 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 development and implementation of quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the 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 clinics. 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 NCS, Ideal Clinic and other 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  
APPLICATIONS**

: 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<sup>st</sup> 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](http://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** : 04 September 2020 (Late applications will not be accepted)

**POST 20/181** : **PROFESSIONAL NURSE (SPECIALTY) GRADE 1, 2 REF NO: NGWE 44/2020**  
Critical Care

**SALARY** : Grade 1: R383 226 – R444 276 per annum  
Grade2: R471 333 – R579 696 per annum  
(Plus 8% Rural Allowance, 13<sup>th</sup> Cheque, Housing Allowance and Medical Aid Subsidy (Employeee must meet the prescribed requirements)

**CENTRE** : Ngwelezana Tertiary Hospital

**REQUIREMENTS** : Diploma/Degree in General Nursing that allows registration with SANC as a Profession Nurse, One year post basic qualification in Critical Care Nursing , Registration with the SANC as a Professional Nurse A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, Grade 2: A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and at least 10 years of this period must be appropriate/recognizable experience in Critical Care, Burns Unit, Emergency Medicine after obtaining post basic qualification in that specialized field, Attach proof of working experience endorsed by Human Resource Department/Employer. Ability to prioritize issues and other work related matters in order to comply with regulations and guidelines and high level of accuracy. Adherence to scope of practice as defined by SANC.

**DUTIES** : Render an optimal holistic specialized nursing care to patients as member of a Multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Norma and Standards, Co-ordinate clinical activities, Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Advocate for quality care of patients. Participate in staff development using EPMDS System and other work related programmes and training. Ensure that equipment and machinery is available and functional at all time. Report patients' safety incidents, challenges and deficiencies within the unit. Attend to meetings, workshops and training programs as assigned by the supervisor.

**ENQUIRIES** : Ms RM Sithole Tel No: (035) 901 7258 / 7047

**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, 1<sup>st</sup> 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](http://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** : 04 September 2020 (Late applications will not be accepted)



<b><u>POST 20/182</u></b>	:	<b><u>PROFESSIONAL NURSE (SPECIALTY) GRADE 1, 2 REF NO: NGWE 45/2020</u></b> Orthopaedics
<b><u>SALARY</u></b>	:	Grade 1: R383 226 – R444 276 per annum Grade2: R471 333 – R579 696 per annum Plus 8% Rural Allowance, 13 <sup>th</sup> Cheque, Housing Allowance and Medical Aid Subsidy (Employee must meet the prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Ngwelezana Tertiary Hospital Diploma/Degree in General Nursing that allows registration with SANC as a Profession Nurse, One year post basic qualification in Orthopaedics Nursing , Registration with the SANC as a Professional Nurse A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, Grade 2: A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and at least 10 years of this period must be appropriate/recognizable experience in orthopaedics after obtaining post basic qualification in that specialized field, Attach proof of working experience endorsed by Human Resource Department/Employer. Ability to prioritize issues and other work related matters in order to comply with regulations and guidelines and high level of accuracy. Adherence to scope of practice as defined by SANC.
<b><u>DUTIES</u></b>	:	Render an optimal holistic specialized nursing care to patients as member of a Multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Norms and Standards, Co-ordinate clinical activities, Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Advocate for quality care of patients. Participate in staff development using EPMDS System and other work related programmes and training. Ensure that equipment and machinery is available and functional at all time. Report patients' safety incidents, challenges and deficiencies within the unit. Attend to meetings, workshops and training programs as assigned by the supervisor.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms RM Sithole Tel No: (035) 901 7258 / 7047 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 <sup>st</sup> Floor Admin Block
<b><u>FOR ATTENTION NOTE</u></b>	:	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 – <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> 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.
<b><u>CLOSING DATE</u></b>	:	04 September 2020 (Late applications will not be accepted)