

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 22/233** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 REF NO: GS 45/20**
Component: Haematology
- SALARY** : R1 728 807 per annum (All- inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is based on Departmental operational needs. Employee must sign the commuted overtime contract form annually.
- CENTRE REQUIREMENTS** : Greys Hospital Pietermaritzburg
: MBCHB Or Equivalent Plus: Registered HPCSA qualification as a Medical Specialist in Internal medicine(Specialist Physician), PLUS Certificate in Haematology (SA) or equivalent qualification (if not trained in South Africa)Current Registration with the Health Professions Council of South Africa as a Clinical Haematologist Three years of experience as a Medical Specialist
Recommendation: Experience in managing a Haematology unit Knowledge, Skills, Training and Competency Required: Sound clinical Haematology 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** : Clinical Responsibilities: Participation in Tertiary Haematology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs and development of Haematology services in Area 2 Clinical responsibility in the discipline of Haematology and Internal Medicine with after hours participation (based on departmental operational need) Performance of clinical procedures related to haematological conditions Management Responsibilities: Development and support of Specialist Haematology Services in the Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and allied staff in the Haematology Unit Oversight and management of infrastructure, equipment and consumables in the Haematology Unit Liaison with Institutional Management in hospitals in PMB Metro, the uMgungundlovu District and the Tertiary Drainage area. Liaison with the Head Clinical Department in Internal Medicine in Pietermaritzburg and Head of Haematology at the University of KwaZulu-Natal. Participation in and support of administrative and clinical governance activities in the PMB Departments of Haematology and Medicine Training and Research Responsibilities Support of Staff Training including subspecialty Haematology training in the PMB Metropolitan area under the auspices of the Department of Haematology at the University of KwaZulu-Natal Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Haematology and Internal Medicine Participation in and support of clinical research and quality control activities in the PMB Departments of Haematology and Medicine
- ENQUIRIES APPLICATIONS** : Dr K. Rasmussen Tel No: (033) 897 3289
: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
- FOR ATTENTION NOTE** : Mrs. M. Chandulal
: Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 45/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and

- previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.
- CLOSING DATE** : 02 October 2020
- POST 22/234** : **MEDICAL SPECIALIST REF NO: MEDSPECPLAST/1/2020 (X1 POST)**
Department: Plastics and Reconstructive Surgery
- SALARY** : Grade1: R1 106 040 per annum (all-inclusive salary package) excluding Commuted Overtime.
Grade 2: R1 264 623 per annum (all-inclusive salary package) excluding commuted overtime.
Grade 3: R1 467 651 per annum (all-inclusive salary package) excluding commuted overtime)
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
Applicants must be registered as a Specialist Plastic & Reconstructive Surgeon with the Health Professions Council of South Africa with prior surgical experience **Grade 1:** No experience required. **Grade 2** Five (5) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Plastic & Reconstructive Surgeon). **Grade 3:** Ten (10) Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Plastic & Reconstructive Surgeon). Knowledge, Skills, Training and Competencies: The following will serve as an advantage: Clinical knowledge and experience of treating plastic surgery patients. Knowledge of current health and public service legislation, regulations and policy. Good communication, decision making and clinical skills. In addition, you should have one of the following Advanced Trauma Life Support (ATLS) Advanced Cardiac Life Support (ACLS) Advanced Paediatric Life Support (APLS).
- DUTIES** : The appointee will be required to perform plastic & reconstructive surgery operations expected of a junior specialist, attend to administration matters, outpatient duty and "on call duties when he/she will field urgent referrals and be required to take the appropriate action regarding these. He/she would also do ward rounds and teaching of undergraduate and postgraduate Medical Students.
- ENQUIRIES APPLICATIONS** : Prof A Madaree Tel No: (031) 2401171
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, 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** : 09 October 2020
- POST 22/235** : **MEDICAL SPECIALIST GRADE 1, 2 & 3 REF NO: UTHUK /03/2020 (X1 POST)**
- SALARY** : **Grade 1:** R1 106 040 per annum, all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

Grade 2: R1 264 623 per annum all-inclusive, package consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

Grade 3: R1 467 651 per annum package of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

**CENTRE
REQUIREMENTS**

: Uthukela District Office (Forensic Pathology Service)
: A tertiary qualification (MBCHB) or equivalent and specialist qualification in appropriate field. Must be registered as a Specialist Pathology (Forensic) with the Health Professional Council of South Africa or have completed training as Specialist Pathology and in the process of registering as a Specialist. Current registration with HPCSA as Medical Specialist (2020 Receipt).Experience: Medical Specialist **Grade 1** - Not applicable; Registration with the HPCSA as a Medical Specialist in Pathology (Forensic). Medical Specialist **Grade 2:** 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Pathology (Forensic). Medical Specialist **Grade 3** 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Pathology (Forensic). Recommendation: Computer literacy (proof must be attached).Valid Driver's license. The ideal candidate must have: Commuted overtime is required and is payable in accordance with applicable policies. Communication and Co-operation between the Department of Health, Justice, the Director Of Public Prosecutor and South African Police Service in respect of Inquests and Criminal proceeding following Medical-Legal death investigations. Community service in its diverse forms. Supervision of Support Staff. Maintenance of the chain of custody of specimens and documents retained.Death Scene examinations.

DUTIES

: Key Performance Areas: To perform a medico- legal post- mortem examination including Scene of Death visits when required. Teach postgraduate student in the various facilities to develop their skills, using a Medico-Legal patient cantered approach. To examine and put through tissues samples for histological analysis. Participate in health research. Consultation with Medical Practitioner and bereavement counselling of next of kin.

**ENQUIRIES
APPLICATIONS**

: Dr S Ntsele Tel No: (033) 940 2405
: All applications should be forwarded to: The Human Resources Manager Uthukela Health District office, Private Bag X 9958 Ladysmith 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith 3370.

**FOR ATTENTION
NOTE**

: Mrs. C.G.K Hadebe
: Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form(Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications(not copies of previously certified copies), registration with council.The reference number must be indicated in the column provided on the form Z83(Part A).Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting),credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC).Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. 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 that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

CLOSING DATE

: 02 October 2020

POST 22/236

: **CHIEF EXECUTIVE OFFICER REF NO: G172/2020**
Cluster: Hospital Management Services

SALARY
CENTRE
REQUIREMENTS

: R869 007 per annum (Level 12) (An all Inclusive MMS Salary Package)
: MCCORD Hospital
: A degree/advanced diploma in a health related field, registration with relevant professional council. A degree/diploma in health management or a degree/advanced in a management field. At least 5 (five) years management experience in the health sector. Experience as a health service manager or significant experience in management in a health service environment. Unendorsed valid Code B driver's license (Code 08). NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership, programme and project management, financial management, change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES

: Job Purpose: To plan, direct co-ordinate and manage the efficient and delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership, to improve operational efficiency within the health establishment, to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement a procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution's risk to ensure optimal achievement of health.

ENQUIRIES
APPLICATIONS

: Ms RT Ngcobo Tel No: (033) 940 2499
: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 or Hand Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower.

FOR ATTENTION
NOTE

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

Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

- CLOSING DATE** : 02 October 2020
- POST 22/237** : **MEDICAL OFFICER PAEDIATRIC SURGERY REF NO: MO PAEDSURG/12020 (X1 POST)**
Station: Department of Paediatric 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** : Inkosi Albert Luthuli Central Hospital
: MBCHB Degree. Current unrestricted registration with the Health Professions Council of South Africa as a Medical Practitioner. FCS Part I (primary exam) will be an advantage. At least 6 months post community service will be an advantage. Experience: **Grade 1:** No experience required after completion of Community Service however 6 months experience in surgery at MO level or above will be preferable. 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 appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner of which at least 6 months must be in surgery at MO level or above. 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 of which at least 6 months must be in surgery at MO level or above. The appointment to Grade 3 requires a minimum of 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. Skills, Knowledge, Training and Competency Required: Knowledge and skills in Surgery, Paediatric Surgery or Paediatrics. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.
- DUTIES** : Assist with the provision and development of tertiary level Paediatric surgical care services as determined by the Head of Paediatric surgery at Inkosi Albert Luthuli Central Hospital. Participate in the delivery of Paediatric surgical services in Durban. Provision of outpatient services at Inkosi Albert Luthuli Central Hospital. Management of ward patients Inkosi Albert Luthuli Central Hospital. Provide initial resuscitative, peri-operative surgical care, operative surgical care and post-operative care of patients in the department of Paediatric Surgery. Ensure that the scientific principles of Paediatric Surgical care are maintained. Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes and research. To assist in outreach and teaching when required. Perform after hour work as required.
- ENQUIRIES APPLICATIONS** : Dr MH Sheik Gafoor Tel No: (+27)31-240 1579
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website

www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 09 October 2020
- POST 22/238** : **MEDICAL OFFICER REF NO: MOCRITCARE/2/2020 (X1 POST)**
Department: Critical Care
- 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** : IALCH
: MBCHB Degree, Registration with HPCSA as a Medical Officer. Current unrestricted registration with the Health Professions Council of South Africa as an Independent Medical Practitioner. Recommendation: At least 1year experience in Medicine, Surgery or Anaesthesia or Emergency Medicine. Experience in an Intensive Care. Completion of community service. Experience: **Grade 1:** No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. 6 Years relevant experience after registration as 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:** Requires ten (10) years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. 11 Years relevant experience after registration as 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 Competencies Required: Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Knowledge and skills in Critical Care. Demonstrate the ability to work as part of a multidisciplinary team.
- DUTIES** : Assist with the provision of critical care services as determined by the Head of Critical Care at IALCH. Participate in the delivery of critical care services in Durban Provide initial resuscitative, and peri-operative surgical care or medical care of patients. Ensure that the scientific principles of critical care are maintained. Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes as and when requested. To assist in outreach and teaching when required. Mandatory participation in Commuted Overtime.
- ENQUIRIES APPLICATIONS** : Dr S Pershad Tel No: (031) 2401821
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website

www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 09 October 2020
- POST 22/239** : **MEDICAL OFFICER REF NO: SAH 04/2020 (X1 POST)**
- SALARY** : Grade 1: R821 205 per annum (All inclusive package)
Grade 2: R938 964 per annum (All inclusive package)
Grade 3: R1 089 693 per annum (All inclusive package)
- CENTRE** : ST Andrews Hospital
- REQUIREMENTS** : **Grade 1:** Senior Certificate Plus Appropriate qualification in Health Science-MBCHB Plus Current registration with HPCSA as a Medical Practitioner or 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:** Senior Certificate Plus Appropriate qualification in Health Science-MBCHB PLUS Current registration with HPCSA as a Medical Practitioner plus 5 years' experience after registration with the HPCSA as a Medical Practitioner Or 6 years' 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:** Senior Certificate Plus Appropriate qualification in Health Science-MBCHB PLUS Current registration with HPCSA as a Medical Practitioner plus 10 years' experience after registration with the HPCSA as a Medical Practitioner Or 11 years' 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
Skills: Ability to diagnose and manage common medical and surgical problems including emergencies in the major clinical disciplines. Surgical and Anesthetic skills, Sound knowledge and experience in the respective medical discipline, Sound knowledge of Human Resource Management, Information Management and Quality Assurance Programme. Knowledge of current health and public service legislation, regulations and policies. Sound Medical ethics and emphasis on budget control, epidemiology and statistics. Sound teaching and supervisory skills. Good communication and interpersonal skills.
- DUTIES** : Providing a holistic patient care, inclusive of preventive measures, treatment and rehabilitation. Assist with human resource development for medical staff. Conduct orientation and induction for new staff. Conduct continuous professional development by organizing information seminars. Ensuring correct patient management through the implementation of quality standards and practice and treatment protocols. Ensuring the development, maintenance and updating of clinical procedures. Ensuring effective utilization of all resources in the clinical field within the sphere of functioning. Provide Medical Services at the department appointed to. Clinical responsibilities including examine, investigate, diagnose and oversee that treatment of patients in the relevant department. Provide guidance, training, evaluation and mentorship of junior medical staff. Participate in community health programmes. Monitor the cost effectiveness of medical examinations with due regard of effective patient care, and ethical decision making. Assist the evaluation of existing standards and effectiveness of health care. Assist with application of sound labour relations policy in accordance with relevant legislation and guidelines
- ENQUIRIES** : Dr SK Lumeya Tel No: (039) 4331955 EXT 214

APPLICATIONS : Should Be Forwarded: The Chief Executive Officer St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.

FOR ATTENTION : Human Resource Manager

NOTE : African Male and People with Disability May Feel Free To Apply

CLOSING DATE : 02 October 2020

POST 22/240 : **MEDICAL OFFICER GRADE 1/2/3 REF NO: GAM CHC 05/2020**

SALARY : Grade 1: R821 205 per annum
Grade 2: R938 964 per annum
Grade 3: R1089 693 per annum
Other Benefits: Commuted Overtime Depending On Needs Institution at Date of Appointment (Conditions Apply)

CENTRE : Gamalakhe CHC

REQUIREMENTS : **Grade 1:** MBCHB degree or equivalent qualification plus Current registration with Health Professions Council of SA as a Medical Practitioner (2020) Registration certificate with HPCSA as a Medical Practitioner **Grade 2:** MBCHB degree or equivalent qualification plus Registration certificate with HPCSA as a Medical Practitioner Current registration with HPCSA (2020 RECEIPT) 5 years' experience after registration with HPCSA as a Medical Practitioner 6 years' experience after registration with HPCSA as a Medical Practitioner if Foreign qualified and not required to perform community service N.B. (Proof of experience and / or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience and grading). **Grade 3:** MBCHB degree or equivalent qualification plus Current registration with Health Professions Council of SA as a Medical Practitioner (2020) Registration certificate with HPCSA as a Medical Practitioner 10 years' experience after registration with HPCSA as a Medical Practitioner 11 years' experience after registration with HPCSA as a Medical Practitioner if Foreign qualified and not required to perform community service N.B. (Proof of experience and / or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience and grading). Knowledge, Skills, Training and Competencies required:-Ability to diagnose and manage common medical and surgical conditions, including emergencies at a CHC. General skills as a Medical Officer are required. Ability to work in multidisciplinary team setting. Excellent communication skills and ability to teach and train staff within team. Ability to work and maintain meaningful relationship within a diverse community Ability to make a difference and improve the health of the community – application of preventative and curative medicine. Information management Knowledge of Health and Public Service legislation, Regulations and Policies. Medical ethics, epidemiology and statistics. Supervision skills Ability to function as part of a team and rotate through different departments of the hospital as required.

DUTIES : Provide medical services at the department appointed to. Have clinical skills in general OPD, Paediatrics, medicine, management of HIV/AIDS/TB, O&G, and Surgery at CHC level. Assist, facilitate and participate in quality of care, assisting team members with quality assurance, quality improvement projects, morbidity and mortality reviews, monthly audits, development of clinical guidelines and policies as per speciality and disease profile. Ensure patient satisfaction and undertake patient satisfaction surveys and reducing waiting time's surveys. Active participation in training interns, community service doctors and junior staff. Maintain and continuously improve professional and ethical standards and instil confidence in public service and also in medical profession through exemplary behaviour. Clinical responsibilities including examinations, investigating, diagnosing and overseeing the treatment of patients in the relevant department and participation in after hour work is essential. Conduct orientation and induction programs for interns, community service doctors and junior colleagues. Maintain and teach junior colleagues about appropriate and accurate health records in accordance with legal / ethical and continuity of the patient care.

ENQUIRIES : Dr FP Shongwe Tel No: (039) 318 1113

APPLICATIONS : The CHC Manager, Gamalakhe Community Health Centre, Private Bag X709, Gamalakhe, 4249.

FOR ATTENTION : Human Resource Manager

CLOSING DATE : 02 October 2020

POST 22/241 : **MEDICAL OFFICER GRADE 1, 2 & 3 REF NO: UTHUK /02/2020 (X1 POST)**

SALARY : Grade 1: R821 205 per annum
Grade 2: R938 964 per annum
Grade 3: R1 089 693 per annum
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, plus commuted overtime which is subject to the needs of the department (Incumbent will have to sign the relevant contract formal annually)

CENTRE REQUIREMENTS : Uthukela District Office (Forensic Pathology Service)
: MBCHB Degree. Current registration with the HPCSA as a Medical Practitioner (2020 Receipt). Registration certificate with the HPCSA as Medical Practitioner. **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as an independent Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as an independent Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service. **Grade 3:** Experience: 10 years' experience after registration with the HPCSA as an independent Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Recommendation: Computer literacy (proof must be attached). Valid Driver's license. The ideal candidate must have: Knowledge of Computer. Knowledge of mortuary and its operation. Knowledge of Access to Information Act. High level of integrity. Knowledge of Occupational Health and Safety Act. Knowledge of Post-mortem procedures. Knowledge of Criminal Justice System. Knowledge of Court etiquette and rules of trial. Report writing skills. Excellent communication skills.

DUTIES : To perform a medico-legal post-mortem examination. Crime scene attendance. Bereavement counselling of next of kin. Consultation with Medical Practitioners.

ENQUIRIES APPLICATIONS : Dr S Ntsele Tel No: (033) 940 2405
: All applications should be forwarded to: The Human Resources Manager Uthukela Health District office, Private Bag X 9958 Ladysmith 3370, OR Hand Delivered to HR Officer (Room 20) 32 Lyell Streets, Ladysmith 3370.

FOR ATTENTION NOTE : Mrs. C.G.K Hadebe
: Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting), credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to their application. 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 that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

CLOSING DATE : 02 October 2020

POST 22/242 : **DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: G167/2020**
Cluster: Financial Management

SALARY CENTRE REQUIREMENTS : R733 257 per annum (Level 11) (An all Inclusive MMS Salary Package)
: Head Office: Pietermaritzburg
: A relevant tertiary qualification at NQF level 7. At least 3 year related financial/asset management experience at junior management level (ASD) Plus Unendorsed driver's license. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills Training and Competencies Required: The incumbent of this post will report to the Director: Asset Management and will be responsible to manage the sub-directorate, develop, review and implement physical asset management framework and policies. Ensure the monitoring of assets through verification (physical condition, functionality, utilisation and financial performance) evaluation and reporting.

DUTIES : Manage the Sub Directorate: Physical Asset Management:-Design and develop asset management systems, policies, perform strategic and annual physical asset management planning, establish the asset management capability of the department. Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers. Monitor and review the allocation of assets to asset holders. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Inform guide and advice departmental employees on asset management matters to promote correct implementation of sound asset management practices:- Manage the Sub Directorate: Physical Asset Management:- Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub – directorate and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the sub directorate. Planning and allocate work. Quality control of work delivered by employees. Functional technical advice and guidance.

ENQUIRIES APPLICATIONS : Mr T Ndlovu Tel No: (033) 815 8331
: All applications should be forwarded to: The Chief Director: Department of Health, Private Bag X9051, Pietermaritzburg, 3200 or hand deliver to – 330 Langalibalele Street, Natalia Building, Registry – Minus 1: North Tower.

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

CLOSING DATE : 02 October 2020

POST 22/243 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: HRM 53/2020 (X1 POST)**
Re-Advert

SALARY : R733 257 per annum (all-inclusive remuneration package)
CENTRE : Edendale Hospital
REQUIREMENTS : Senior Certificate, National Diploma/Degree in Human Resource Management/Public Management and Administration/Human Sciences with majors in Human Resource Management, Plus five(5) years managerial experience in Human Resource Management, Proof of current and previous experience in a HR environment endorsed by the HR Department or relevant employer. Recommendations: Certificates: MS Office Software Applications i.e. Ms Word, Excel, PowerPoint and Outlook Valid Driver's Licence (Code B).

DUTIES : Overall Management of Human Resource Management Service in the Hospital, Management of Human Resource practices which includes service conditions, establishment control, recruitment and selection, Management of human resource development and planning, Management of employer Employee Relations, Management of Occupational Health Service, Development, implementation, monitoring and evaluation of HR Plans, wellness Plans, Workplace Skills Plan, Employee Wellness Plans, Generate mandatory reports, Oversee the functionality of all HR related committees, Maintain a sound labour peace, Ensure adherence to HR policies and all relevant regulations, Participate in strategic meetings, Identification and mitigate risk, Adherence to quality improvement initiatives and compliance to applicable set standards, Eradication of negative audit finding thought observation and compliance to all departmental policies, Perform other duties as assigned by the Supervisor and/or other senior official. Strategic and operational Planning Skills. Broad knowledge of HR Practitioner, HR Development and Planning. Employee Relations and Employee Health and Wellness Service. Excellent managerial. Facilitation. Communication and interpersonal skills. Expert knowledge of legislative and policy framework informing the areas of operation. Ability to work in a multidisciplinary team at a senior managerial level. Ability to prioritize the issues and other work related in matters in order to comply with tight deadlines. Extensive knowledge of computerized personnel and salary system (PERSAL) and Microsoft packages. Problem solving skills, good communication and interpersonal skills.

ENQUIRIES : Mrs. N.T. Nxaba Tel No: (033) 395-4567
APPLICATIONS : All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216.
FOR ATTENTION : Mr. T.C. Manyoni
NOTE : Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Coloured Male.
CLOSING DATE : 02 October 2020

POST 22/244 : **OPERATIONAL MANAGER NURSING (PHC) REF NO: GAM CHC 04/2020**

SALARY : R562 800 – R633 432 per annum. Other Benefit(s) 13th Cheque Medical Aid (Optional) GEHS (employee must meet prescribed requirements) 12% rural allowance

CENTRE : Gamalakhe CHC- Bhomela Clinic
REQUIREMENTS : Senior Certificate / Matric Degree/ Diploma in General Nursing and Midwifery that allows registration with SANC as a Professional Nurse. A post basic qualification with a duration of at least one (01) year accredited with SANC in Clinical Nurse Science, Assessment, Diagnosis, Treatment and Care. Proof of current registration with SANC (2020 receipt) Experience A minimum of 09 years appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Proof of previous and current work experience endorsed and stamped by Human Resource Department (certificate of service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Skills: Knowledge of SANC Rules and Regulations Knowledge of Legislative Framework and Departmental prescripts Leadership, organizational, Decision making, problem solving and interpersonal skills Basic financial management skills Knowledge of Human

		Resource Management Personal Attitude, Responsive, Professionalism, Supportive, Assertive and Team player role. Communication skills and decision making skills. Leadership and supervisory skills.
<u>DUTIES</u>	:	Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how tis impacts on service delivery. Ensure clinical nursing practice by nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of Human Resource and Financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of the multidisciplinary team to ensure good nursing care at unit level to ensure good nursing care by nursing team. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the facility. Display concern for patients, advocating and facilitating proper treatment and care and ensuring that the facility adheres to the principle of Batho Pele Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Financial Management Policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits and drawing quality improvement plans for the facility and ability to supervise Medical and Surgical emergencies and refer appropriately. Monitor implementation and performance on indicators on daily, weekly and monthly basis; provide feedback to management, analyse data and draw up quality improvement plan and implementation plan. Ensure quality data collection, validation and verification is done as per guidelines. Exercising control of discipline and any other Labour Related issues in terms of laid down procedures. Ensure complaints management and work towards reducing them. Ensure functionality of the Clinic committee programme so that community involvement and participation is achieved.
<u>ENQUIRIES</u>	:	Mrs. N.O Ndwendwe Tel No: (039) 318 1113
<u>APPLICATIONS</u>	:	Should Be Forwarded To: The CHC Manager, Gamalakhe Community Health Centre Private Bag X 709, Gamalakhe, 4249.
<u>FOR ATTENTION</u>	:	Human Resource Department
<u>CLOSING DATE</u>	:	02 October 2020
<u>POST 22/245</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE1 (SPECIALTY) REF NO: SMKHO9/2020 (X1 POST)</u>
<u>SALARY</u>	:	R562 800 – R633 432 per annum, basic salary,8% inhospitable allowance of basic salary,13 th cheque, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements).
<u>CENTRE</u>	:	St Mary's Kwa-Magwaza District Hospital (Monitoring and Evaluation)
<u>REQUIREMENTS</u>	:	Grade 12/ Senior Certificate, Basic R425 qualification (i.e Diploma / Degree in General Nursing and Midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least one (1) year in Curative Skills in Primary Health Care accredited with the SANC. Current registration (2020) with the SANC as Professional Nurse. A minimum of nine (08) years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. At least (3) years of the period referred to above must be appropriate /recognisable experience at Management level. Proof of current and previous experience endorsed by Human Resource Department (not certificate of service). Knowledge of Public Service Policies Act and Regulations. Knowledge of SANC Rules and Regulations .Good communication leadership interpersonal and problem solving skill. Knowledge of Code of Conduct and Labour Relations. Ability to function well within the team. Conflict management and negotiation skills. Decision making and problem solving skill. Skill in organizing planning and supervising. Knowledge of Batho Pele and Patient's Right.
<u>DUTIES</u>	:	implement the M&E framework at facility level. Plan and co-ordinate implementation and monitoring of data quality and quality assurance in service

delivery. Ensure the development, review and maintenance of institutional policies and protocols. Consult within the multi-disciplinary health teams, organizations and special interest groups when dealing with the community health issues and needs. Disseminate information on epidemics nutrition disease, maternal and infant morbidity and mortality and other common disease. Participate in peer review and update of patient care standards, policies and procedures. Advocate the rights of patients and improvement of health care. Develop and implement quality improvement plan. Implement the nursing act and regulations, code of ethics and professional practice of the South African Nursing Council. Analyse staffing needs and develop a plan to meet the needs. Allocate nursing personnel in different units. Monitor the implementation of EPMDS. Compile and control duty roster, leave schedules and attendance register. Participate in the development of the business and plan and promote or identify ways of containing health care costs without compromising standards. Motivate for relevant material resources. Manage and control assets. Develop the business plan in line with strategic plan.

**ENQUIRIES
APPLICATIONS**

: Mrs P.D.Buthezezi Tel No: (035) 450 8256
 : All applications should be posted to: The Chief Executive Officer: St Mary's KwaMagwaza Hospital, Private Bag X808, Melmoth, 3835.

**FOR ATTENTION
NOTE**

: Human Resource Manager
 : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department the contents of this Circular Minute must be brought to the notice of all eligible Officers and employees on your establishment of all institutions. Institutions must notify candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website www.kznhealth.gov.za.The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and identity document-not copies of certified copies .The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. SMKX 01/2019. NB: failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance ,credit records, qualification, citizenship and previous experience employment verification).Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledge .However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. NB: Preference will be given to African Male and people with disabilities.

CLOSING DATE

: 02 October 2020

POST 22/246

: **CHIEF PHYSIOTHERAPIST REF NO: G133/2020**

SALARY

: Grade 1: R466 119 – R517 326 per annum Other Benefits: 13th Cheque/service bonus, medical aid: optional home owners allowance subject to meeting prescribed requirements.

**CENTRE
REQUIREMENTS**

: Phoenix Assessment and Therapy Centre
 : Appropriate qualification as a Physiotherapist, registration with the Health Professional Council of South Africa (HPCSA) as a Physiotherapist. Three (3) years' experience as a Physiotherapist. Knowledge, Skills, Training And Competencies Required:-Sound knowledge of Physiotherapy diagnostic & therapeutic procedures, Use and care of equipment, Scope of practice, ethical codes & relevant legislation, Sound knowledge in the management of human resources, financial resources and equipment resources, Clinical reasoning and decision making skills, Ability to work within a multidisciplinary team, Organization, time management, Communication and interpersonal relations, Supervisory and management skills, Skills in management of patients with cerebral palsy/ neurological conditions would be an advantage.

- DUTIES** : Comprehensive assessment of all patients using correct diagnostic and therapeutic techniques, Development of appropriate treatment programmes for patients, Co-ordinate suitable treatment programmes for individuals or groups, Provision of appropriate mobility and seating devices to patients, Recording of clinical findings and discussions in patient files, Practice holistic management of patients by referring to appropriate disciplines, Maintain statistics for clinical and non-clinical tasks, Serve as representative on committees such as IPC, OHS, resuscitation etc. as allocated by supervisor, Participate in Quality Improvement programmes of the physiotherapy department and institution as requested. Involvement in monitoring and evaluation programmes of the physiotherapy department such as clinical and documentation audits, leave and attendance audits, NCS, Ideal Hospital assessments etc, Participate in regular performance management assessments, Participate in staff development activities e.g. CPD, in-service training, case presentations etc, Ensure safety and security of equipment and consumable resources of the department, Co-ordinate the utilisation of human resources in the physiotherapy service, adhere to prescripts of labour relations, develop procurement plans for the equipment, assistive devices and consumable needs, Ensure effective and appropriate use of resources within the physiotherapy service.
- ENQUIRIES** : Mr D Simbeye Tel No: (033) 3952927
Mrs. A ChettY (OT) Tel No: (033) 8973781
Mrs. MR. Khan (SLTA) Tel No: (033) 3273500
Mrs. J. Pather (PT) Tel No: (031) 5021719 EXT. 2070/72
- APPLICATIONS** : All applications should be forwarded to: The Head of Department: KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, Pietermaritzburg. Registry, Minus 1: North Tower.
- FOR ATTENTION NOTE** : Mr A Memela Tel No: (033) 395 2055
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will Not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
- CLOSING DATE** : 02 October 2020
- POST 22/247** : **CHIEF DIETITIAN GRADE 1 REF NO: EMP27/2020 (X1 POST)**
Component: Professionals Aligned To Medical Services (PAMS)
- SALARY** : Grade 1: R466 119 – R517 326 per annum. Other Benefits: 12% In-Hospitable Allowance, 13TH Cheque, home owners (Employee must meet prescribed requirement), medical aid (optional)
- CENTRE REQUIREMENTS** : Empangeni
: Bachelor of Science Degree in Dietetics or equivalent PLUS: Post graduate diploma in Dietetics or have completed a 4 year integrated Degree in Dietetic Plus: Current Registration with Health Profession of South Africa (HPCSA) as a Dietitian. Plus: Completed Community Service year Plus Unendorsed valid Code B drivers Licence (code 8) Plus: Minimum of 3 year's appropriate experience as a Dietitian after registration with the HPCSA. Plus: Three (3) years' experience as a Dietitian. Proof of experience should be attached to the application. (Certificates of service or official letters of service from previous/current employers – stamped and endorsed by Human Resources) Knowledge, Skills, Attributes and Abilities: Sound Clinical Knowledge of human nutrition and appropriate therapeutic nutrition interventions. Broad Understanding and knowledge of a range of therapeutic/nutrition conditions in both adults and paediatric patients, including neurological conditions and

disability. To identify/treat/follow-up and provide education for home care. Sound knowledge of dietetics procedures, practices and equipment. Skills on nutrition assessment and classification, counselling and support of patients with disabilities. Ability to coordinate and implement dietetics services. Demonstrate an understanding of the code of ethics and scope of practice for dietetics. Good interpersonal skills. Demonstrate sound management and reporting skill.

DUTIES

: Manage Nutrition Services to ensure provision of nutrition services to both in and outpatients, and staff in cost effective and appropriate manner within a multidisciplinary team, including patients with disabilities. Develop and monitor implementation of dietetics business plan in line with the organization's priorities. Develop and disseminate evidence based standard operating procedures for the nutrition care and management of patients with disabilities. Provide nutrition technical support to food services in the facilities. Coordinate and conduct training of staff to support implementation of quality nutrition services. Facilitate and conduct nutrition education and promotion activities. Conduct visits to PHC feeder clinics/home visits for identified patients and support institutions in the area to develop appropriate nutrition support services for patients with disabilities. Maintain health information statistics in line with department of health guidelines and policies and provide regular reports. Plan and Manage resources (financial, inventory and human) in line with budget allocations for nutrition services. Ensure that nutrition care records of assessment, treatment and progress are maintained in accordance with HPCSA requirements. Monitor and evaluate the effects of nutrition care interventions on individuals or groups of patients Improve professional competence by regular self-evaluation and application of current research information and methods to nutrition practice in order to optimize nutrition care. Participate and contribute to clinical working groups. Implement quality improvement/assurance measures to maintain high standards of nutrition services. Maintain CPD accreditation as stipulated by HPCSA.

ENQUIRIES

: Dr M Samjowan Tel No: (035) 907 7008

APPLICATIONS

: All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital Private Bag X20005, Empangeni, 3880. Physical Address: 21 Union Street, Empangeni, 3880.

**FOR ATTENTION
NOTE**

: Deputy Director Human Resources Mr SM Ndabandaba Tel No: (035) 9077011
: All Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za. The Z83 form must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on Z83. A recent, comprehensive CV, specifying all qualifications and experience, with respective date and certified copies of qualifications and ID must be attached. General information: Short-listed candidates must available for interviews at a date and time determine by the KZN Department of Health. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T, Resettlement & relocation claims will not be processed.

CLOSING DATE

: 02 October 2020

<u>POST 22/248</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR- (MNCW &H) GRADE 1) REF NO: ILE 07/2020 (X1 POST)</u> Component: ILE: DIV: MCWH & PMTCT
<u>SALARY</u>	:	R444 276 per annum. Benefits 13 th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
<u>CENTRE REQUIREMENTS</u>	:	ILembe Health District Office Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), B. Degree or National Diploma in General nurse & midwifery/ Accoucheur, Current registration with SANC as General Nurse and midwifery /Accoucheur, a minimum of 7 years appropriate/recognizable nursing experience after registration as Professional Nurse. Valid Driver's License (code 08).NB: Proof of previous and current work experience endorsed and stamped by HR Office must be attached. Recommendations: Supervision and management in a maternity setting. Advanced Midwifery qualification. Strong interpersonal and communication skills. Report writing. Knowledge on District Health Systems, knowledge of relevant regulation and policies. An understanding of challenges facing the Public Health sector. Ability to translate and transform objectives into practical plan. Leadership, organizational, decision making and problem solving abilities within the DHS framework. Information management skills. Ability to work under pressure. Ability to implement objectives as set for the service. Leadership skills. Organisational and decision-making abilities within the limits of the public sector and institutional policy. N.B. All successful candidates / applicants will be subject to driving competency assessment prior to appointment.
<u>DUTIES</u>	:	Develop, implement and monitor the MNCWH plan in line with the District Health Plan. Coordinate the implementation of PMTCT, MCWH and nutrition programmes in accordance with the Provincial and District policies. Monitor and evaluate the implementation of PMTCT, MCWH and nutrition in the district. Strengthen partnership and communication with internal and external stakeholders. Facilitate achievement of targets as set out in the annual performance agreement's-ordinates and facilitate MNCWH in-service Training and Workshops. Ensure that clinical audits are conducted. Ensure integration of MNCWH with other Health programs. Monitor indicators which measure the health practices. Provide support, guidance and mentoring to health facilities with an aim of improving quality of patient care. Manage all resources allocated to MNCWH. Ensure that an orientation and induction programme is in place for newly appointed midwives. Ensure Programme integration into Sukuma Sakhe Objectives. Facilitate, conduct and support mortality meetings. Compile monthly, quarterly and annual reports. Participate in district quality improvement activities. Participate in the district activities that are aimed at reducing the impact of COVID 19 pandemic on the MNCWH programme outcomes and on the community at large.
<u>ENQUIRIES</u>	:	Ms. TM Banda: Deputy Manager Integrated Health service and development Tel No: (032) 4373524
<u>APPLICATIONS</u>	:	Please Forward Applications To: The District Director, I Lembe Health District Office, Private Bag x10620, Kwa Dukuza, 4450.
<u>FOR ATTENTION NOTE</u>	:	Human Resource Department Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za . Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. 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 02 October 2020

CLOSING DATE :

POST 22/249 : **CLINICAL PROGRAMME COORDINATOR GR 1 (QUALITY ASSURANCE) REF NO: MS/14/2020 (X1 POST)**

SALARY : R444 276 per annum. Other benefits plus 13th cheque (Medical Aid (Optional) Home Owner Allowance (Employee must meet prescribed requirements) &12% Rural Allowance

CENTRE REQUIREMENTS : Mseleni Hospital
: Grade 12 Certificate Diploma/degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse A minimum of seven (7) years appropriate /recognizable experience in Nursing after registration as Professional nurse with the SANC in General Nursing. Current registration with SANC as a Professional Nurse NB Proof of previous and current work experience (Certificate of Service/s) endorsed and stamped by HR must be attached. Knowledge, Skills and Competencies: Demonstrate an in depth understanding of Nursing Legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards. Promote quality of Nursing Care as directed by the professional scope of practice and standards determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices Strong interpersonal communication and presentation skills Knowledge of total quality management (TQM) Knowledge of national quality Provincial Quality Initiates (Human Right, Batho Pele principles and patients charter).

DUTIES : Work as Multidisciplinary team to ensure good nursing care by the Nursing Team. Perform quality improvement audits and survey monthly and report to senior Management. Monitor and evaluate delivery of quality care at the Hospital and Clinics Ensure implantation of national and provincial initiatives (Patients' Rights Charter, Batho Pele programmes Coordinate quality improvement initiatives at institution. Monitor and evaluate compliance to the national and provincial quality programmes EG norms and standards for the PHC and district hospital package of care Provide advice on various aspects of quality care to the institution Conduct survey to all priority programme e.g CCMT.HCT ECT within the hospital and satellite Clinic. Manage the accreditation programme for Hospital Identify, facilitate and co-Ordinate all QIP's

ENQUIRIES APPLICATIONS NOTE : Ms B.P Mhlongo Tel No: (035) 574 1004
: should be forwarded to: The Assistant Director HRMP.O Sibhayi 3967
: Directions To The Candidates: The following documents must be submitted: Application for employment form (Z.83) which is obtainable from any government Department OR from website- www.kznhealth.gov.za Certified copy of highest educational qualifications – not copies of certified copies Curriculum Vitae Certified ID copy The reference number must be indicated in the column provided on the form Z.83 e.g. reference number MS/01/2018 NB: Failure to comply with above instructions with disqualify applicants The appointment is subject to positive outcome obtained from the NIA to the following checks: (security checks, credit records, qualification, citizenship and previous experience verifications) Please note that due to the large number of applications anticipated, applicants will not be acknowledge , however , they will be advised of the outcome of their applicants , in due course If notification of an interview is not received within three (3) months after the closing date, candidates my regards their application an unsuccessful. The Department will not be liable where applicants use incorrect /no reference Number (s) on their applications. (This department of an interview is an equal opportunity, affirmative action employer, whose, aim is to promote representatively in all levels of all occupational categories in the Department).

CLOSING DATE : 02 October 2020

POST 22/250 : **CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: KDC 04/2020**
Component: Kwadukuza Clinic

SALARY : Grade 1: R383 226 per annum Plus 8% rural allowance
Grade 2: R471 333 per annum Plus 8% rural allowance

CENTRE REQUIREMENTS

Benefits 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
ILembe Health District Office

Grade1: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC), Current registration with SANC as General Nurse and Midwifery, plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Knowledge, skills and competencies: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies. NB: Proof of previous and current work experience endorsed and stamped by HR Office must be attached.

DUTIES

Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping of basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Support the realization and maintenance of Ideal Clinic Programme in the facility. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net. Assist with capturing patients on patient registration (HPRS) system. Support the realization and maintenance of Ideal Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

ENQUIRIES

Mrs. R Bhagwandin (Operational Manager: PHC Supervisor) Tel No: (032) 4373600

APPLICATIONS

To be forwarded to: The District Director Human Resources Department, ILembe Health District Office, Private Bag X 10620, 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 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 02 October 2020

CLOSING DATE

:

POST 22/251

:

PROFESSIONAL NURSE: SPECIALTY NURSING STREAM –MATERNITY REF NO: PN (SPEC NURS) NEONATAL AND LABOUR WARD /1/2020 (X1 POST)

SALARY

:

Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits: 13th cheque, Housing Allowance: employee to meet prescribed requirements. Medical Aid: optional

CENTRE REQUIREMENTS

:

Inkosi Albert Luthuli Central Hospital
Degree/Diploma in General nursing and 1 year post basic qualification Midwifery and Neonatal Nursing speciality (R212). Registration with SANC as Professional Nurse and Midwife & Neonatal Nursing. Current registration with SANC as General Nurse and Midwife and Neonatal Nursing. A minimum of 4 years appropriate/recognisable post registration experience as a General Nurse. **Grade1:** Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. **Grade 2:** Experience: A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. At least 10 years of the period referred to above must be appropriate/recognisable experience in the Midwifery and Neonatal Nursing Speciality after obtaining the 1 year post basic qualification in the relevant speciality. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.

DUTIES

:

Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH and relevant prescripts. Implementation of programs that promote maternal and neonatal positive health outcomes. Internal rotation of staff within the relevant speciality will be exercised according to patients need. Night duty will be implemented. Acts as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area.

ENQUIRIES APPLICATIONS

:

Mrs NO Mkhize Tel No: (031) 240 1063
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE

:

An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the

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

- CLOSING DATE** : 09 October 2020
- POST 22/252** : **PROFESSIONAL NURSE GRADE 1/ 2 (SPECIALTY/ADVANCED MIDWIFERY) REF NO: PMMH/PN/OG/02/20 (X2 POSTS)**
- SALARY** : Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Other Benefits: Home Owner Allowance (conditions apply) 13th Cheque (conditions apply) Medical Aid (Optional) in- hospital Area Allowance (8% of basic salary)
- CENTRE** : Prince Mshiyeni Memorial Hospital
- REQUIREMENTS** : Professional Nurse **Grade 1:** Minimum Appointment Requirements: Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Advanced Midwifery and Neonatal Nursing Science, with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2020) Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Requirements: Professional Nurse **Grade 2:** Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A post basic qualification in 'Advanced Midwifery and Neonatal Nursing Science', with duration of at least 1 year, accredited with the SANC Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2020) Experience: A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty (i.e. Maternity) after obtaining the 1- year post-basic qualification in the relevant specialty. NB: For experience above the experience set for appointment- one notch for every completed 2 years as at 31 March of the year preceding the date of appointment; minus 1 year for candidates appointed from outside the public service. Knowledge, Skills Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.
- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and Work as part of a multi-disciplinary team to ensure good nursing care that is cost Effective, equitable and efficient. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.
- ENQUIRIES** : Ms SS Buthelezi Tel No: (031) 9078323

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

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

CLOSING DATE : 02 October 2020

POST 22/253 : **CLINICAL NURSE PRACTITIONER (GRADE1-2) REF NO: SMKH 10/2020 (X2 POSTS)**

SALARY : Grade1: R383 226 – R444 276.per annum
: Grade2: R471 333 – R579 696 per annum
: Basic, 8% inhospitable allowance of basic salary, 13th cheque, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements).

CENTRE REQUIREMENTS : St Mary's Kwa-Magwaza District Hospital (Yanguye Clinic)
: **Grade1**, Grade 12/ Senior Certificate. Basic R425 qualification (i.e. Diploma / Degree in General Nursing and Midwifery). Registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery. 1 Year Post Basic Diploma in Clinical Nursing Science, Health assessment, Treatment and Care (PHC). Current registration certificate with SANC in General Nursing and Primary Health Care. Proof of current registration 2019. A minimum of four (4) years appropriate experience after registration as Professional Nurse with the SANC in General Nursing. **Grade2**, A minimum of fourteen (14) years actual service and or appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period must be appropriate/recognizable experience in PHC after obtaining the relevant 1 year post basic required for relevant specialty. Proof of previous and current experience endorsed by Human Resource Department (not certificate of service) knowledge and experience of Public Service Policies, Acts and Regulations. Sound management, negotiation, inter-personal and problem solving skills. Good verbal and written communication skills. Knowledge of Labour Relations and disciplinary procedures. Clinical competencies. Knowledge of nursing care delivery approaches .Analytical thinking, decision-making and conflict management skills.

DUTIES : Ensure the provision of nursing care through adequate supervision. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and labour relations issues in the terms of laid down policies/procedures. Ensure the supervision and provision of basic patient needs. Promote preventive and promotive health for clients through outreach and OSS. Evaluate and follow up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patient's clinical condition. Attend and participate in doctors' visits. Co-ordinate between hospital and community. Health education of patients, staff and public. Assessing in-service training needs, planning and implementing programs. Assist patients and families to develop a sense of care.

ENQUIRIES APPLICATIONS : Mrs E.T. Sithole Tel No: (035) 450 8203
: All applications should be posted to: The Chief Executive Officer: St Mary's KwaMagwaza Hospital, Private Bag X808, Melmoth, 3835.
: Human Resource Manager

FOR ATTENTION NOTE : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department the contents of this Circular Minute must be brought to the notice of all eligible Officers and employees on your establishment of all institutions. Institutions must notify candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website www.kznhealth.gov.za.The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and identity document-not copies of certified copies .The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. SMKH 01/2019. NB: failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance ,credit records, qualification, citizenship and previous experience employment verification).Applicants in possession of a foreign qualification must attach an

evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledge .However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. NB: Preference will be given to African Male and people with disabilities.

- CLOSING DATE** : 02 October 2020
- POST 22/254** : **CLINICAL NURSE PRACTITIONER (GRADE1-2) REF NO: SMKH 11/2020**
- SALARY** : Grade1 R383 226 – R444 276 per annum
Grade2: R471 333 – R579 696 per annum
Basic, 8% inhospitable allowance of basic salary, 13th cheque, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements).
St Mary's Kwa-Magwaza District Hospital (Gateway Clinic)
- CENTRE REQUIREMENTS** : Grade1, Grade 12/ Senior Certificate. Basic R425 qualification (i.e. Diploma / Degree in General Nursing and Midwifery). Registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery. 1 Year Post Basic Diploma in Clinical Nursing Science, Health assessment, Treatment and Care (PHC). Current registration certificate with SANC in General Nursing and Primary Health Care. Proof of current registration 2019. A minimum of four (4) years appropriate experience after registration as Professional Nurse with the SANC in General Nursing. Grade2, A minimum of fourteen (14) years actual service and or appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period must be appropriate/recognizable experience in PHC after obtaining the relevant 1 year post basic required for relevant specialty. Proof of previous and current experience endorsed by Human Resource Department (not certificate of service) knowledge and experience of Public Service Policies, Acts and Regulations. Sound management, negotiation, inter-personal and problem solving skills. Good verbal and written communication skills. Knowledge of Labour Relations and disciplinary procedures. Clinical competencies. Knowledge of nursing care delivery approaches .Analytical thinking, decision-making and conflict management skills.
- DUTIES** : Ensure the provision of nursing care through adequate supervision. Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Deal with grievances and labour relations issues in the terms of laid down policies/procedures. Ensure the supervision and provision of basic patient needs. Promote preventive and promotive health for clients through outreach and OSS. Evaluate and follow up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patient's clinical condition. Attend and participate in doctors' visits.Co-ordinate between hospital and community. Health education of patients, staff and public. Assessing in-service training needs, planning and implementing programs. Assist patients and families to develop a sense of care.
- ENQUIRIES APPLICATIONS** : Mrs E.T. Sithole Tel No: (035) 450 8203
- FOR ATTENTION NOTE** : All applications should be posted to: The Chief Executive Officer: St Mary's KwaMagwaza Hospital, Private Bag X808, Melmoth, 3835.
Human Resource Manager
This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department the contents of this Circular Minute must be brought to the notice of all eligible Officers and employees on your establishment of all institutions. Institutions must notify candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website www.kznhealth.gov.za.The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and identity document-not copies of certified copies .The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. SMKH 01/2019. NB: failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive

outcome obtained from the NIA the following checks (security clearance ,credit records, qualification, citizenship and previous experience employment verification).Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledge .However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. NB: Preference will be given to African Male and people with disabilities.

- CLOSING DATE** : 02 October 2020
- POST 22/255** : **PROFESSIONAL NURSE SPECIALTY: ADVANCED MIDWIFERY REF NO: SAH 05/2020 (X2 POSTS)**
- SALARY** : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits: 13th Cheque, 12% Rural Allowance, Home Owners Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (Optional)
- CENTRE** : ST Andrews Hospital: Maternity Ward
- REQUIREMENTS** : **Grade 1:** Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Advanced Midwifery and Neonatal Nursing Science **Grade 2:** Diploma/ Degree in General Nursing and Midwifery Plus 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience in the relevant specialty. Current registration with SANC as a General Nurse, Midwifery and Advanced Midwifery and Neonatal Nursing Science skills: Knowledge of nursing care and processes and procedures. Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients' rights charter.
- DUTIES** : Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients' rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDs as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment.
- ENQUIRIES** : Mrs MR Singh Phone Tel No: (039) 433 1955 EXT 211
- APPLICATIONS** : Should Be Forwarded: The Chief Executice Officer. St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : People with disabilities and African Males are encouraged to apply
- CLOSING DATE** : 02 October 2020
- POST 22/256** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: AD/SCM/2020**
- SALARY** : R376 596 per annum

<u>CENTRE REQUIREMENTS</u>	: Addington Hospital: KwaZulu-Natal : Degree/National Diploma in one of the following: - Public Management, Supply Chain Management, or Financial Management .Three (3) to five (5) years supervisory experience in Supply Chain Management Environment. Computer Literacy. Ms Office Software Application. Endorsed valid Code B (Code 08) driver's license. Proof of current and previous work experience endorsed and stamped by Human Resource (Certificate of Service must be attached). Knowledge, Skills Training and Competencies Required: Knowledge of Public Service, Acts, Policies and Regulation. Sound knowledge and understanding of Policies, procedures governing supply chain management in the public service sector. Expert knowledge of the legislation and policy imperatives informing the area of operation. Strong Interpersonal, communication and presentation skills. Ability to make independent decisions. Very high levels of accuracy and extensive analytical skill. Good planning and organization ability. Effective Communication, Negotiation and Influencing skills. Coaching and Developing people skills-Ensure that staffs are trained.
<u>DUTIES</u>	: Effectively supervise and control all activities of SCM services within the hospital in order to ensure compliance with the policies and regulations. The SCM department comprises of 4 sections, i.e. Demand, Acquisition, Logistic and Asset and Disposal. Ensure that acquisition of goods, services, quotations, tenders and adjudication activities are in accordance with the Hospital Annual Procurement Plan. Prepare and analyze monthly reports related to Supply Chain Management. Develop and update SCM policies and procedure. Ensure effective and efficient utilization of resources allocated to the unit as well as staff development. Implement control measure of stock that are leaving/entering the SCM. The Assistant Director: SCM is responsible for drawing up the Procurement Plan in conjunction with the Finance Manager. Identify SCM risks and implement appropriate mitigation mechanism within the Institution. Provide advices in respect of SCM aspects. Manage all Assets and Disposals within the Hospital.
<u>ENQUIRIES APPLICATIONS</u>	: Dr M Ndlangisa Tel No: (031) 327 2970 : All applications should be forwarded to: Attention: The Human Resource Department, Addington Hospital, P O Box 977, Durban, 4000 OR dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.
<u>NOTE</u>	: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. <u>NB:</u> Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will <u>Not</u> be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S & T and settlement claims will be considered for payment to candidates that are invited for the interview.
<u>CLOSING DATE</u>	: 02 October 2020
<u>POST 22/257</u>	: <u>DIAGNOSTIC RAIORAPHER (GRADE1, 2, 3) REF NO: SMKH 12/2020 (X1 POST)</u>
<u>SALARY</u>	: Grade1: R317 976 – R361 872 per annum Grade2: R372 810 – R426 291 per annum Grade3: R439 164 – R532 959 per annum Basic salary, 8% inhospitable allowance of basic salary, 13th cheque, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements).
<u>CENTRE REQUIREMENTS</u>	: St Mary's Kwa-Magwaza District Hospital (Radiology) : Grade 12/ Senior Certificate. National Diploma/Degree in Diagnostic Radiography. Certified copy of original registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Certified copy

of current registration with HPCSA as Diagnostic Radiographer (Independent Practice). Proof of previous and current experience endorsed by Human Resource Department (not certificate of service). **Grade1:** No experience needed after registration with the HPCSA in relevant profession in respect of qualified employees who performed community service, as required in South Africa. One experience after registration with HPOCSA in relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade2:** A minimum of 10 years' experience after registration with the HPCSA in the relevant profession in respect of RSA qualified employees who performed community service as required in RSA. A minimum of 11 years' experience after registration with HPCSA in relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service as required in RSA. **Grade 3:** A minimum of 20 years' experience after registration with the HPCSA in the relevant profession in respect of RSA qualified employees who performed community service as required in RSA. A minimum of 21 years' experience after registration with HPCSA in relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service as required in RSA. Knowledge, Skills and experience. Sound knowledge of diagnostic radiography procedures and equipment including CT and PACS /RIS applications. Good communication, interpersonal relations and problem solving skills. Knowledge of radiation control regulations and safety measures. Ability to perform and record quality assurance tests as stipulated by the Radiation Control Directorate .Computer Literacy.

DUTIES

: Provision of high quality diagnostic radiography services observing safe radiation protection standards. Execute all clinical procedures completely to prevent complications. Provide a 24 hours diagnostic radiography service. Promote good health practices and ensure optimal patient care. Participate in Quality Assurance and Quality Improvement programs, in service training and National Core Standards. Promote Batho Pele principles in the execution of duties for effective service delivery. Perform reception and clerical duties when necessary. Participate in departmental policies and procedure development. Participate in monthly departmental meetings. Submit NSI'S for all necessary equipment. Supervision of junior radiography staff and community service radiographers. Perform EPMDS of junior staff. Conduct continuing professional development. Maintain a professional development. Maintain a professional attitude towards patients, colleagues and the Radiography profession. Inspect and utilise equipment professionally to ensure that it complies with safety standards and ensure health and safety rules and regulations are adhered to.

ENQUIRIES

: Dr O.I. Ogunwale Tel No: (035) 450 8291

APPLICATIONS

: All applications should be posted to: The Chief Executive Officer: St Mary's KwaMagwaza Hospital, Private Bag X808, Melmoth, 3835.

FOR ATTENTION

: Human Resource Manager

NOTE

: This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department the contents of this Circular Minute must be brought to the notice of all eligible Officers and employees on your establishment of all institutions. Institutions must notify candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website www.kznhealth.gov.za.The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and identity document-not copies of certified copies .The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. SMKH 01/2019. NB: failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance ,credit records, qualification, citizenship and previous experience employment verification).Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledge .However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims

will be considered for payment to the candidates that are invited for an interview. NB: Preference will be given to African Male and people with disabilities.

- CLOSING DATE** : 02 October 2020
- POST 22/258** : **PHYSIOTHERAPY TECHNICIANS REF NO: G134/2020**
- SALARY** : Grade 1: R210 567 – R240 762 per annum
Grade 2: R248 034 – R301 005 per annum
Other Benefits: 13th Cheque/service bonus, medical aid: optional home owners allowance subject to meeting prescribed requirements.
- CENTRE REQUIREMENTS** : Queen Nandi Regional Hospital
: **Grade 1:** No experience required. **Grade 2** A minimum of 10 years relevant experience. Appropriate qualification as a Physiotherapy Technician, registration with the Health Professional Council of South Africa (HPCSA) as a Physiotherapy Technician. Knowledge & Skills, Training And Competencies Required:-Basic knowledge of Physiotherapy diagnostic & therapeutic procedures, Good knowledge on use and care of equipment, Knowledge on scope of practice, ethical codes & relevant legislation, Ability to work within a multidisciplinary team, Good organisation and time management skills, Excellent communication and interpersonal skills. Good teaching and training skills, Skills in management of patients with cerebral palsy /neurological conditions would be an advantage.
- DUTIES** : Conduct basic assessments and carry out treatment in consultation with registered physiotherapists and per scope of practice, Assist physiotherapists with patient treatment sessions, Follow clinical/treatment protocols in a professional manner, Train and educate patients on use of assistive devices, Inform physiotherapist about patient progress, To document treatment carried out. Participate in health promotion activities through education of individuals and the community. Assist with the relevant clinics. Prepare treatment areas and physiotherapy equipment. Compile daily and monthly statistics. Attend monthly staff meetings. Serve as representative on committees such as IPC, OHS, resuscitation etc. as allocated by supervisor. Participate in quality assurance audits. Attend and present topics for continued education sessions. Participate in staff development activities. Participate in CPD activities.
- ENQUIRIES** : Mr D Simbeye Tel No: (033) – 3952927
Mrs. A Chetty (OT) Tel No: 033 – 8973781
Mrs. MR. Khan (SLTA) Tel No: (033) 3273500
Mrs. J. Pather (PT) Tel No: (031) 5021719 EXT. 2070/72
- APPLICATIONS** : All applications should be forwarded to: The Head of Department: KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand Delivered to: 330 Langalibalele Street, Natalia Building, Pietermaritzburg. Registry, Minus 1: North Tower.
- FOR ATTENTION NOTE** : Mr A Memela Tel No: (033) 395 2055
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
- CLOSING DATE** : 02 October 2020
- POST 22/259** : **OCCUPATIONAL THERAPY TECHNICIANS REF NO: G135/2020**
- SALARY** : Grade 1: R210 567 – R240 762 per annum
Grade 2: R248 034 – R301 005 per annum

- Other Benefits: 13th Cheque/service bonus, medical aid: optional home owners allowance subject to meeting prescribed requirements.
- CENTRE REQUIREMENTS** : KZN Children Assessment Centre
- : **Grade 1** No experience required **Grade 2:** A minimum of 10 years relevant experience Appropriate qualification as an Occupational Therapy Technician, registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapy Technician. Knowledge & Skills, Training and Competencies Required: Sound knowledge and skill in treatment protocols, including paediatrics. Skill and knowledge in the use of OT equipment and assistive devices. Knowledge of departmental administrative tasks, Knowledge of ethical code and scope of practice. Ability to problem solve, and apply analytical processes to patient care, Supervisory skill for junior staff. Good interpersonal skills and ability to work with a multidisciplinary team.
- DUTIES** : To provide effective occupational therapy services as defined within the scope. To follow prepared protocols and make adaptations as needed, Receive and implement referrals/ treatment plans from OT. To manufacture, and issue assistive devices including seating, Provide caregiver training with assistive devices and management of patient, Provide outreach services – screening and treatment of patients, Conduct community visits as referred by the OT. Conduct groups and other related initiatives as directed by OT, Provide input and guidance to OT on protocols, guidelines, etc, Effective administrative work related to patient care: report back, statistics, screenings, copying, filing, referrals, meetings, case studies, etc, Ensure continued professional development in line with mandate of facility, Participate in all quality improvement initiatives (audits, projects, etc.), Monitor, service and safe guard OT equipment. Ensure good interpersonal relations with patients, MDT and other stakeholders, To support supervisor in all clinical and administrative tasks within the service, To participate in all planned activities within the department.
- ENQUIRIES** : Mr D Simbeye Tel No: (033) 3952927
Mrs. A Chetty (OT) Tel No: (033) 8973781
Mrs. MR. Khan (SLTA) Tel No: (033) 3273500
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- FOR ATTENTION NOTE** : Mr A Memela Tel No: (033) 395 2055
 : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.
- CLOSING DATE** : 02 October 2020

DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Forward your application, quoting the relevant reference number to: Recruitment & Selection Section, Human Resource Practices Directorate, Private Bag X 9043, Pietermaritzburg, 3200 or e-mail to Applications.DOT@Kzntransport.gov.za (quoting the relevant reference and name of position in the subject line) Applications may alternatively be hand-delivered to the Office of the Department of Transport, Inkosi Mhlabunzima Maphumulo House, 172 Burger Street, Pietermaritzburg.
- FOR ATTENTION** : Mr C McDougall

CLOSING DATE : 02 October 2020 (at 16h00). Applications received after the closing date and time will not be considered.

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

OTHER POST

POST 22/260 : **DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT SERVICES (PUBLIC & FREIGHT TRANSPORT REF NO: P 04/2020)**

SALARY : R733 257 per annum (all inclusive remuneration package)
CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
REQUIREMENTS : An appropriate recognized Bachelor's Degree/National Diploma in Public Management (NQF level 6); plus A minimum of 3 years' junior management in public sector; plus Possession of a valid driver's licence (minimum Code B)
Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Act and Public Service Regulations Knowledge of Service Delivery Framework Knowledge of Project Management Principles Knowledge of Skills Development Act Knowledge of Higher Education and Training Act and Further

Education and Training Act Knowledge of National Skills Development Strategy Knowledge of National and Provincial Practice Notes Knowledge of National Development Plan Knowledge of Labour Relations Act Knowledge of Provincial Growth and Development Plan Knowledge of Occupational Health and Safety Act Knowledge of Intergovernmental Matters Knowledge of Promotion of Equity and Prevention of Unfair Discrimination Knowledge of Legislative Mandates Knowledge of Management of Information Systems Strategic planning and organizational skills Report writing, analytical and computer skills Problem solving, decision making and risk management skills Driving and communication (written and verbal) skills People management and leadership skills Ability to work under pressure Time management, language and listening skills Presentation and interpersonal relations skills The ideal candidate should be proactive, have commitment, honesty and integrity He/she should also be innovative, reliable, be receptive to ideas and suggestions, be punctual and professional. Knowledge and/or experience in public transport will serve as an added advantage to the requirements of this post.

DUTIES

: Provide support with the preparation and consolidation of the chief directorate business plans, operational plan, procurement plan, etc Administer general personnel and financial administration matters Administer, prepare and control the budget of the chief directorate Manage stakeholders and the office of the Deputy Director-General Develop policies and strategies aimed at improving service delivery Manage resources of the Sub-directorate.

ENQUIRIES

: Mr S Thwala Tel No: (033) 355 8853