

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL  
COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

*The Department is an equal opportunity, affirmative action employer and is committed to empowering people living with disability*



- APPLICATIONS** : The Chief Director, Human Resource Management and Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered To: The Chief Registry Clerk, 14<sup>th</sup> Floor North Tower, Natalia, 330 Langalibalele Street, Pietermaritzburg.
- FOR ATTENTION** : Mr LA Nyilenda
- CLOSING DATE** : 16 October 2020 (Applications received after this date will not be accepted).
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV together with originally certified copies of qualifications, driver's licence and ID. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from the NIA on the following checks (Security Clearance, Qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful.

**MANAGEMENT ECHELON**

- POST 23/107** : **CHIEF DIRECTOR: MUNICIPAL LED SUPPORT REF NO: 4/2020 (MLEDS)**  
Chief Directorate: Municipal Local Economic Development Support
- SALARY** : R1 251 183 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Economics/ Development Planning or a related qualification coupled with 5 years' experience at a senior management level in an Economic Development environment. Furthermore the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of legislation (MPRA, MFMA and Municipal Systems Act) as well as relevant municipal policies and bylaws, Knowledge of Public Service Act/ Regulations and Labour Relations Act, Knowledge in interpretation, research and development of legislation, Knowledge of monitoring and evaluation processes and systems, Awareness and understanding of the municipal environment, Knowledge of project management and policy analysis, Planning and organizing skills, Conflict resolution and communication skills, Time management skills, Team development, decision making and problem solving skills, Management of finances skills, Project management and strategic planning skills, Financial and conflict resolution skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid drivers licence.
- DUTIES** : The successful candidate will be required to manage the implementation of programmes that strengthens local economic development with the following key responsibilities:- Oversee LED projects implementation and institutional development, Manage and support interventions and flagship programmes including CWP and EPWP, Manage the improvement of government services access by communities, Manage the development and implementation of policies, procedures and processes, Manage the resources of the Chief Directorate.
- ENQUIRIES** : Ms B Mgutshini at Tel No: (033) 8975672

## OTHER POSTS

- POST 23/108** : **DEPUTY DIRECTOR: AUDIT REF NO: 3/202020 (IC)**  
Directorate: Internal Control
- SALARY** : R733 257 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 qualification as recognized by SAQA with Accounting and or Auditing/ Internal Auditing/ Internal Control/ Risk Management as major subjects coupled with 3 years junior management experience in Accounting and or Auditing/ Internal Auditing/Internal Control/ Risk Management environment. Certified Internal Auditor (CIA) will be an added advantage as well knowledge of TeamMate. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Knowledge and understanding of PFMA and other relevant legislation, Awareness and understanding of cultural climate within the Public Service, Knowledge of policy analysis, project planning, audit planning; audit execution and risk management, Knowledge of standards for professional practice of internal auditors, Knowledge of Batho Pele principles, Good planning and team development skills, Decision making, problem solving and team development skills, Managerial and financial management skills, Project planning and management skills, Advanced computer skills in MS Office, internet and intranet, Report writing, presentation and facilitation skills, Good communication skills (verbal & written) A valid drivers licence.
- DUTIES** : The successful candidate will be required to ensure compliance with policy and prescripts with the following key responsibilities:- Co-ordinate, formulate and submit audit information for the annual audit plan, Ensure the effective, efficient and economical implementation of annual audit programme, Co-ordinate the undertaking of the internal compliance and performance audit and approve the internal audit plan, Co-ordinate the reporting on the audit coverage and results of audit activities, Provide support service to the internal control oversight committees, Management of the units resources.
- ENQUIRIES** : Ms T Dinga at Tel No: (033) 3952057
- POST 23/109** : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: 4/2020 (IC)**  
Directorate: Internal Control
- SALARY** : R733 257 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 qualification as recognized by SAQA with Accounting and or Auditing/ Internal Auditing/Internal Control/ Risk Management as major subjects coupled with 3-5 years junior Management experience in Accounting and or Auditing/ Internal Auditing/ Internal Control/ Risk Management environment. Qualification as a CFE, IRMSA Risk Practitioner and or CIA will be an added advantage. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of Public Sector, Local Government and Public/ Private entities systems and relevant Legislation/ Statutes (including: Constitution of South Africa, Public Financial Management Act (PFMA), Municipal Finance Management Act (MFMA), Service Delivery (Batho Pele), Treasury Regulations and Practice Notes, Public Service Regulatory Framework (PSRF) and Labour Relations Act, Knowledge of standards for the professional practice of internal auditing, Detailed knowledge of KZN Anti Fraud and Anti Corruption Framework; Public Service Risk Management Framework; KZN Provincial Risk Management Framework; Public Sector Integrity Management Framework; Public Service Anti-Corruption Framework; Minimum Anticorruption Capacity Standards. (MAC); Minimum Information Security System (MISS) and Prevention and Combating of Corrupt Activities Act (PRECCA), Knowledge of MTEF budget compilation and analysis as well as basic accounting system (BAS), Detailed knowledge of risk analysis/ management and risk management practices, Knowledge of Public Service Regulations and public service code of conduct, Problem-solving, analytical and numeracy skills, Analytical and quantitative method tools skills, Good research, report writing and investigation skills, Policy interpretation/ analysis and development skills, Project planning and management as well as change management skills, Good financial management skills, Presentation and facilitation skills, Management, statistical and quantitative analysis skills, Good communication (verbal & written) as well as interpersonal relations skills, Self-discipline and ability to work under pressure, Knowledge of advanced MS office

<b><u>DUTIES</u></b>	:	applications including internet and intranet, A valid drivers licence, Knowledge of TeamMate and CURA will be an added advantage
	:	The successful candidate will be required to manage and oversee the provisioning of effective and efficient Departmental internal risk management services in terms of legislative mandates with the following key responsibilities:- Ensure monitoring, evaluation and reporting on the implementation of effective and efficient risk management systems and strategies within the Department, Ensure and oversee the development and implementation of effective and efficient risk management policies, frameworks and procedure manuals, Ensure the development, implementation and maintenance of risk management monitoring and evaluation mechanisms within the Department, Provide transversal support, advice and guidance in terms of risk management prescripts, Compile and issue reports to the executive authority on risk management compliance programmes, Ensure the management, development and supervision of staff and other resources.
<b><u>ENQUIRIES</u></b>	:	Ms T Dinga at Tel No: (033) 3952057
<b><u>POST 23/110</u></b>	:	<b><u>ASSISTANT DIRECTOR: SECURITY ADMINISTRATION REF NO: 2/2020 (CS)</u></b> Chief Directorate: Corporate Services Directorate: Auxiliary Services
<b><u>SALARY</u></b>	:	R376 396 per annum
<b><u>CENTRE</u></b>	:	Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in the Security field/ Security Industry/ Public Administration or a related qualification coupled with 3-5 years' experience in the public administration/security management environment. The successful candidate will be required to undergo a vetting process by an organ of state within the first year of assumption of the duties. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of policy analysis, Knowledge of project management, Knowledge of Security Acts and policies, Knowledge of financial management systems, Knowledge of security functions and security management, Good planning, facilitation and project management skills, Strategic thinking and strategic management skills, Security and research skills, Financial management skills, Decision making and problem solving skills, Interpersonal and analytical skills, Good communication skills (verbal & written), Computer literacy in MS Office.
<b><u>DUTIES</u></b>	:	The successful candidate will be required to render a dedicated, effective and efficient security administration service for the Department with the following key responsibilities: Provide access control services to departmental buildings, Manage outsource security services, Provide security to government property and at premises, Formulate policies and guidelines, Operate and maintain security monitoring systems, Manage the unit resources.
<b><u>ENQUIRIES</u></b>	:	Mr D Mnyandu at Tel No: (033) 897 5615
<b><u>POST 23/111</u></b>	:	<b><u>ASSISTANT DIRECTOR: PROVINCIAL HOUSE SECRETARIAT SUPPORT REF NO: 2/2020 (TRA)</u></b> Chief Directorate: Traditional Resource Administration Directorate: Provincial House Secretariat Support
<b><u>SALARY</u></b>	:	R376 596 per annum
<b><u>CENTRE</u></b>	:	Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	The ideal candidate must be in possession of a minimum National Diploma or NQF level qualification as recognised by SAQA in Public Administration/ Human Science/ Business Management or related qualification coupled with 3-5 years' experience within an administration environment. Experience in a Traditional Affairs environment will be an added advantage. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Sound knowledge of provincial policies, Knowledge of Departmental policies/ policy analysis, Knowledge of delegations, Knowledge of protocol services, Knowledge of Traditional Affairs policies, Knowledge of programme management, Knowledge of project management and financial management, Research skills, Problem solving and conflict resolution skills, Planning and organizing skills, Supervisory and management skills, Decision making skills, Good communication skills (verbal and written), Computer literacy in MS Office, A valid drivers licence.
<b><u>DUTIES</u></b>	:	The successful candidate will be required to provide secretariat and administrative support and maintenance services to Provincial House Support with the following key responsibilities:- Provide secretariat and administrative support and monitor the implementation of the Provincial House and its committees recommendations/decisions, Provide logistical, transport and auxiliary services to the Provincial House, Render protocol services to the Chairperson and the Deputy

**ENQUIRIES** : Chairperson of the Provincial House and Amakhosi when attending functions, Provide advice and guidance and input to policy, Supervise staff.  
Ms P Mtshali at Tel No: (033) 8975601 / 033 8975687

**DEPARTMENT OF HEALTH**

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

**OTHER POSTS**

**POST 23/112** : **HEAD CLINICAL UNIT (RADIOLOGY) GRADE1 REF NO: HCU/RADIO 01/2020 X1 POST**

**SALARY** : Grade 1: R1 728 807 – R1 834 890 per annum. All-inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules Other Benefits In-Hospitable Area Allowance (18% of basic salary) Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into performance contract for commuted overtime.

**CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital – Paediatrics  
: MBCHB degree or equivalent qualification plus appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) in normal specialty (Radiology) Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal specialty (Radiology) Proof of current registration as a Medical Specialist with HPCSA. Experience: Head Clinical Unit Grade 1: 3 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a normal Specialty or recognized sub-specialty (Radiology) Knowledge, Skills, Training and Competencies Sound knowledge and skills associated with the practice of Radiology. Ability to diagnose and manage common medical problems including emergencies. Demonstrate the ability to work as a part of a multidisciplinary team. Good communication, leadership, interpersonal and decision making qualities. Knowledge of current Health Legislation and Policies at Public Institutions.

**DUTIES** : Assist senior medical manager for the rendering quality service of medical department. Supervise Radiology care in the institution. Provide in-patient and out-patient clinical services. Assist with undergraduate and post-graduate training. Maintain clinical, professional and ethical conduct. Administrative responsibilities. Provide effective and efficient specialist consultant care at a regional level within the scope of acceptance and current practices in order to facilitate optimal health care provision. Training staff and promote on-going staff development in accordance with individual and departmental needs. Liaise with the University of UKZN for academic training of under and post graduate students. Maintain satisfactory clinical, professional and ethical standards in the department. Performance of overtime duties is a requirement (after hours and weekends).

**ENQUIRIES APPLICATIONS** : Dr M Aung Tel No: (031) 907 8304 / 8317  
: Applications should be posted to: The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060.

**FOR ATTENTION NOTE** : Mrs TZ Makanya  
: Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.

**CLOSING DATE** : 16 October 2020

**POST 23/113** : **HEAD CLINICAL UNIT: SURGEON/UROLOGIST: GRADE 1 REF NO: M20/2020**  
Cluster: Hospital Management Services  
Job Purpose: Manage and oversee the Kwazulu-Natal Medical Male Circumcision programme in all districts

**SALARY** : Grade 1: R1 728 807 per annum (An all Inclusive MMS Salary Package of Salary)  
**CENTRE** : Centre of Excellence: Northdale Hospital  
**REQUIREMENTS** : MBCHB qualification. Current registration HPCSA as general surgeon/ urologist in a normal specialty or in a recognized surgical/urology sub specialty. A minimum of three (3) years' experience after registration with the HPCSA as a Surgeon/Urology specialist. Unendorsed valid Code B driver's license (Code 08). Recommendations: Experience in Medical Male Circumcision roll-out Programme, Scientific Research and Publications will be an added advantage. Knowledge, Skills, Training and Competencies Required: Sound knowledge of clinical concept within the field of general Surgery/Urology and Medical Male Circumcision MMC. Appropriate skills to carry out advanced clinical MMC services including pediatrics and neonatal circumcision. Ability to deal with the complications of MMC. Ability to supervise and teach junior and senior staff as an MMC course director and CPD

<b><u>DUTIES</u></b>	: provider. Have scientific research, organizational management and conflict management skills.
<b><u>ENQUIRIES</u></b>	: Assist the Clinical Head in the Centers of Excellence to manage the Provincial MMC programme. Develop protocols and guidelines for the MMC programme. Develop and review training course material for and capacity building and technical support of health care workers, both nurse doctors. Assist in managing and overseeing the Centre of Excellence at Northdale Hospital and assist further establishment other centres in the province. Manage post-operative surgical complications. Establish and incorporate MMC within the surgical domain of all district hospitals as part of the HIV prevention strategies. Liaise with the Heads of other clinical disciplines in promoting MMC in all hospitals. Coordinates and conduct Research in Medical Male Circumcision in the Province to inform programme improvement and expand the knowledge on circumcisions. Assist the Clinical head in the Centres of Excellence to manage the Provincial MMC programme. Establish a Provincial structure quality assurance programme for MMC. Conduct clinical audits of the medical male circumcision procedure in facilities in the province in the order to improve the quality of care. Conduct clinical operational research studies on male medical circumcision and publications. Supervision of post graduates students. 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.
<b><u>APPLICATIONS</u></b>	: Mrs JN Ngozo Tel No: (033) 395 2586
<b><u>FOR ATTENTION</u></b>	: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 or Hand Deliver to: 330 Langelibalele Street, Natalia Building, Registry, Minus 1:1 North Tower.
<b><u>NOTE</u></b>	: Miss NS Buthelezi Tel No: (033) 395 2896 : 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. <b><u>NB:</u></b> Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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.
<b><u>CLOSING DATE</u></b>	: 16 October 2020
<b><u>POST 23/114</u></b>	: <b><u>HEAD CLINICAL UNIT (FAMILY MEDICINE)</u></b>
<b><u>SALARY</u></b>	: R1 728 807 per annum (TCE Package). Other Benefits: Rural allowance on a claim basis Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements.
<b><u>CENTRE</u></b>	: Amajuba Health District Office: Newcastle
<b><u>REQUIREMENTS</u></b>	: Appropriate specialist Qualification (i.e. MBChB plus a Master's Degree in Family Medicine registrable with the Health Professions Council of South Africa (HPCSA); Plus Current proof of registration with the relevant professional statutory body; PLUS At least 3 years' experience as a specialist. Unendorsed valid Code B driver's license (code 08 Knowledge, skills, behavioural attributes and competencies required Own clinical discipline. Relevant legislation, regulations and policies. Quality assurance and improvement programmes. Programme planning, and evaluation. Information management, Human resources and financial management. Leadership. Communication, Problem solving, Computer literacy, Stress tolerance. Self-confidence. Objective. Ethical. Emphatic.
<b><u>DUTIES</u></b>	: Represent own specialist discipline as a member of district clinical specialist team responsible for the delivery of quality health care at all levels within Amajuba Health district. Promote equitable access to an appropriate level of care through coordination of quality, regular and reliable medical services in the PHC clinics and Community Health Centre for Amajuba Health District. Provide supervision and support to Medical officers, sessional doctors, community service doctors and PHC nurse practitioners. Provide technical advice and support to District Director and

District Management team. Conduct quality improvement and Audit programs. Contribute to training and development programs in the district especially IMCI and PHC etc. Ensure maintenance of optimal referral patterns, clinical protocols and medical processes within the District, based on epidemiological research, disease profiles and community needs. Ensures effective and active participation in Clinical Governance meetings in the District. Consult personally as a Family Physician in the PHC clinics and Community Health Centre. Working with Multidisciplinary District Health management and Health Care team. Foster effective teamwork and collaborate within the district specialist team. Enable engagement with the local community and relevant non-government organisations. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Assist with strategic and operational planning of services in the district and/ or catchment area of the regional. Assist with the co-ordination and supervision of discipline related services within the district. Assist with the recruitment and management of relevant human resources.

- ENQUIRIES** : Mrs CM Khumalo Tel No: (034)-328 7000
- APPLICATIONS** : All applications should be forwarded to: The Acting Deputy Director: Human Resource Management Services: KZN Department of Health, Private Bag X6661, Newcastle, 2940 OR Hand delivered to: 38 Voortrekker Street, Newcastle.
- FOR ATTENTION** : Mr V.J Khumalo
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Males are encouraged to apply and people with disability also should feel free to apply. Employment Equity Target for this post is African Male.
- CLOSING DATE** : 16 October 2020
- POST 23/115** : **HEAD CLINICAL UNIT (MEDICAL) GR 1 REF NO: GS 44/20**  
Component – Rheumatology
- 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** : Greys Hospital
- REQUIREMENTS** : MBCHB Or Equivalent Plus Registered HPCSA qualification as a Medical Specialist in Internal medicine ( Specialist Physician), Plus Certificate in Rheumatology (SA or equivalent qualification (if not trained in South Africa) Current Registration with the Health Professions Council of South Africa as a Rheumatologist Three years post registration experience as a Medical Specialist Recommendations: Experience in managing a Rheumatology unit) Knowledge, Skills and Experience: Sound clinical rheumatology and patient management skills A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience.
- DUTIES** : Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in Tertiary Rheumatology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs and development of Rheumatology services in Area 2 Clinical responsibility in the

discipline of Rheumatology and Internal Medicine with after hours participation (based on departmental operational need) Performance of clinical procedures related to rheumatologic conditions Management Responsibilities: Development and support of Specialist Rheumatology Services in the Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and allied staff in the Rheumatology Unit Oversight and management of infrastructure, equipment and consumables in the Rheumatology 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 Rheumatology at the University of KwaZulu-Natal. Participation in and support of administrative and clinical governance activities in the PMB Departments of Rheumatology and Medicine Training and Research Responsibilities Support of Staff Training including subspecialty Rheumatology training in the PMB Metropolitan area under the auspices of the Department of Rheumatology at the University of KwaZulu-Natal Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Rheumatology and Internal Medicine Participation in and support of clinical research and quality control activities in the PMB Departments of Rheumatology and Medicine.

- ENQUIRIES** : Dr K. Rasmussen Tel No: (033) 897 3289
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
- FOR ATTENTION** : Mrs M Chandulal
- NOTE** : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 44/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.
- CLOSING DATE** : 16 October 2020
- POST 23/116** : **HEAD CLINICAL UNIT (MEDICAL) GR 1 REF NO: GS 46/20**  
Gastroenterology
- 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** : Greys Hospital, Pietermaritzburg
- REQUIREMENTS** : MBCHB Or Equivalent Plus Registered HPCSA qualification as a Specialist in Internal medicine( Specialist Physician) , PLUS Certificate in Gastroenterology (SA) or equivalent qualification (if not trained in South Africa) Current Registration with the Health Professions Council of South Africa as a Gastroenterologist Three years' experience as a Medical Specialist Recommendation: Experience in managing a gastroenterology unit. Knowledge, Skills and Experience: Sound clinical Gastroenterology and patient management skills a working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience.
- DUTIES** : Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in Tertiary Gastroenterology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs and development of Gastroenterology services in Area 2 Clinical responsibility in the discipline of Gastroenterology and Internal Medicine with afterhours participation (based on departmental operational need) Performance of clinical procedures related to gastrointestinal and hepatic conditions Management Responsibilities: Development and support of Specialist Gastroenterology Services in the Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and allied staff in the Gastroenterology Unit Oversight and management of infrastructure, equipment and consumables in the Gastroenterology 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 Gastroenterology at the University of KwaZulu-Natal. Participation in and support of administrative and clinical governance activities in the PMB Departments of Gastroenterology and Medicine Training and Research Responsibilities Support of Staff Training including subspecialty Gastroenterology training in the PMB Metropolitan area under the auspices of the Department of Gastroenterology at the University of KwaZulu-Natal Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Gastroenterology and Internal Medicine Participation in and support of clinical research and quality control activities in the PMB Departments of Gastroenterology and Medicine.

- ENQUIRIES** : Dr K. Rasmussen Tel No: (033) 897 3289
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
- FOR ATTENTION** : Mrs M Chandulal
- NOTE** : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 46/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males Are encouraged to apply.
- CLOSING DATE** : 16th October 2020
- POST 23/117** : **MEDICAL SPECIALIST (INTERNAL MEDICINE) (GRADE 1-3) REF NO: MAD 19/2020 (X1 POST)**
- SALARY** : Grade 1: R1 106 040 – R1 173 900 per annum  
Grade 2: R1 264 623 – R1 342 230 per annum  
Grade 3: R1 467 651 – R1 834 890 per annum  
The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.
- CENTRE** : Madadeni Provincial Hospital
- REQUIREMENTS** : Medical Specialist **Grade 1:** Appropriate qualification plus registration with the HPCSA as a Medical Specialist. Medical Specialist **Grade 2:** Appropriate qualification, registration certificate, plus Five (5) years' experience after registration with the HPCSA as a Medical Specialist. Medical Specialist **Grade 3:** Appropriate qualification, registration certificate, plus Ten (10) years' experience after registration with the HPCSA as a Medical Specialist. Current registration with HPCSA as Medical Practitioner (2020 Receipt) Appropriate post-registration experience in Internal Medicine. Proof of current and previous work experience endorsed by HR (Certificate of Service). NB' Registrars who have completed their Specialist training but are awaiting Registration as Specialists with the HPCSA may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa". Knowledge, Skills and Competencies required: - Sound clinical knowledge and expertise. Good interpersonal, managerial and supervisory skills. Sound knowledge of clinical procedures and protocols within the discipline. Knowledge of the Current Health and Public Service Legislature. Ability to innovate. Ability to manage patients independently. Interest in conducting and supervising research. Behavioural attributes. Stress tolerance, self-confidence and the ability to build and maintain good relationships. To work within a team.
- DUTIES** : To provide effective and efficient specialist/consultant care for the patients of Madadeni Hospital and its catchment population. To assist the Head Clinical Unit in the development of systems for timeous and effective management of patients (consults, referrals, admitted, awaiting admissions). To assist in the development and implementation of guidelines and protocols. To participate and/or accept delegation for the coordination and implementation of Clinical Governance projects (as well as Quality Improvement Programmes). Growing KwaZulu-Natal together.



		To participate in outreach activities for the delivery, supervision and support of services at referring or down-referral facilities. To contribute towards a positive, supportive and conducive environment for junior staff, patients and their relatives to participate in the academic programmes (for medical students & registrars) and in-service programmes (for nurses, interns, medical officers) as well as research initiatives Standard of patient care and services is maintained.
<b><u>ENQUIRIES</u></b>	:	Dr. F.A Mahomed Tel No: (034) 328 8000
<b><u>APPLICATIONS</u></b>	:	All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940
<b><u>FOR ATTENTION</u></b>	:	The Recruitment Officer
<b><u>NOTE</u></b>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
<b><u>CLOSING DATE</u></b>	:	16 October 2020
<b><u>POST 23/118</u></b>	:	<b><u>MEDICAL SPECIALIST: ANAESTHESIOLOGY (GRADE1, 2, 3) REF NO: GS 48/20 (X1 POST)</u></b> Component: Anaesthetics
<b><u>SALARY</u></b>	:	Grade 1: R1 106 040 per annum (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form. Rural allowance 18% of basic salary (when posted at Edendale Hospital) Grade 2: R1 264 623 per annum (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form. Rural allowance 18% of basic salary (when posted at Edendale Hospital) Grade 3: R1 467 651 per annum ( all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form. Rural allowance 18% of basic salary (when posted at Edendale Hospital)
<b><u>CENTRE</u></b>	:	Greys Hospital, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate (Matric) MBCHB or equivalent qualification registered with the HPCSA FCA (SA) or MMed (Anaes) Plus Current or pending registration with HPCSA as a “Specialist anaesthesiologist Knowledge Skills Training and Competencies Required Sound clinical knowledge within the department of Anaesthesiology. Good communication and human relations Sound knowledge of clinical procedures and protocols within the discipline Assessment and management of patients Behavioural Attributes Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships. <b>Grade 1:</b> Experience: Not applicable; Registration with the HPCSA as a Medical Specialist in Anaesthetics <b>Grade 2:</b> Experience: 5 Years appropriate experience as Medical Specialist after registration with HPCSA in Anaesthetics. <b>Grade 3:</b> Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA in Anaesthetics. <b>NB</b> This post would be suitable for candidates who have recently passed their specialist examinations and completed registrar time. In the event that a candidate who is eligible for specialist registration

but has not received such registration from the council is successful, the appointment will be at their current salary level, with an upgrade to Specialist Grade 1 once registration is received. The purpose of the post is to develop advanced anaesthetic skills. The facility to spend 6 months focusing on Paediatric Anaesthesia mostly at Grey's Hospital, and another 6 months focusing on Critical Care within the first two years of employment will be built into the job description of this post.

- DUTIES** : To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and to perform duties / functions that fall within the reasonable prescripts of acceptable legislation .Accept responsibility for administration of anaesthesia Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in 16 hours commuted overtime per week, is essential. Overtime work will encompass both Critical Care and Anaesthesia call cover at any of the three hospitals in the PMB metropole Liaise with other Metropolitan hospitals and Medical School as and when necessary, in consultation with the Head of Department. Supervision of postgraduate and undergraduate training Participate in postgraduate and other relevant academic / and training programmes. Provide support to the Head of Department, in ensuring an efficient standard of patient care and services are maintained. Assess patients, plan, initiate and supervise medical care management. Ensure the proper and economical use of equipment and other resources This is a metropolitan post and the incumbent will be expected to be available for work at any of the metropolitan hospitals (Grey's, Northdale and Edendale) Willingness to rotate through ICU for up to 6 months is essential Candidates must remain within 30 minutes of the relevant PMB Hospital during all periods of on call at that hospital.
- ENQUIRIES** : Zane Farina Tel No: (033) 897 3412
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
- FOR ATTENTION** : Mrs M Chandulal
- NOTE** : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 48/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.
- CLOSING DATE** : 16 October 2020
- POST 23/119** : **MEDICAL SPECIALIST –VARIOUS DISCIPLINES (GRADE1, 2, 3)**  
**MULTIDISCIPLINARY ADULT CRITICAL CARE REF NO: GS 49/20 (X1 POST)**  
Component: Anaesthetics
- 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 Plus Commuted overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form. Rural allowance 18% of basic salary (when posted at Edendale Hospital)  
Grade 2: R1 264 623 per annum (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form. Rural allowance 18% of basic salary (when posted at Edendale Hospital)  
Grade 3: R1 467 651 per annum ( all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form. Rural allowance 18% of basic salary (when posted at Edendale Hospital)
- CENTRE** : Greys Hospital, Pietermaritzburg
- REQUIREMENTS** : MBChB or equivalent Specialist qualification in either Anaesthesia, Surgery, Emergency Medicine or Internal Medicine Current registration with HPCSA as a

“Specialist” in Anaesthesia, Surgery, Emergency Medicine or Internal Medicine Knowledge Skills Training And Competencies Required Sound clinical knowledge within the relevant parent discipline. Good communication and human relations Sound knowledge of clinical procedures and protocols within the parent discipline Assessment and management of patients Behavioural Attributes Stress tolerance, ability to work as an integral part of a team, self-confidence, and the ability to build and maintain good relationships with colleagues, nursing staff, allied medical staff and clinicians from other disciplines. **Grade 1:** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist in Anaesthesia, Surgery, Emergency Medicine or Internal Medicine **Grade 2:** Experience: 5 Years appropriate experience as Medical Specialist after registration with HPCSA in Anaesthesia, Surgery, Emergency Medicine or Internal Medicine. **Grade 3** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA in Anaesthesia, Surgery, Emergency Medicine or Internal Medicine.

**DUTIES**

: The incumbent would be required to work fulltime in the multidisciplinary Adult Critical Care Unit, including overtime duties To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and to perform duties / functions that fall within the reasonable prescripts of acceptable legislation. To efficiently and appropriately assess and manage a broad spectrum of critically ill patients referred from the departments of Surgery, Orthopaedic Surgery, Surgical Specialities, Obstetrics & Gynaecology, and Internal Medicine. Assessing pre- and post-admission high-risk patients in the wards and providing clinical guidance to clinicians referring patients to the critical care units in Pietermaritzburg. Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in 16 hours commuted overtime per week, is essential. Overtime work will encompass the three hospitals in the PMB metropole Actively participate in, and assist in the progressive development of, training programmes across the Metropolitan Anaesthesia and Critical Care system to facilitate postgraduate training in Anaesthesia and Critical Care for Medical Officers, and for Registrars specialising in other clinical disciplines Participating in the teaching programmes co-ordinated by the Pietermaritzburg Department of Anaesthesia, Critical Care and Pain Management for vocational, postgraduate and nursing staff. Liaise with other Metropolitan hospitals and Medical School as and when necessary, in consultation with the Head of Department. Supervision of postgraduate and undergraduate training participating in outreach programmes for the development of Critical Care services in Area 2 of KwaZulu Natal Provide support to the Head of Department, in ensuring an efficient standard of patient care and services are maintained. Ensure the proper and economical use of equipment and other resource Co-ordinate participation in Quality Improvement measures by staff Undertaking appropriate clinical research and supporting the research efforts of junior staff in the Pietermaritzburg Department of Anaesthesia, Critical Care and Pain Management. This is a metropolitan post and the incumbent will be expected to be available for work at any of the metropolitan hospitals (Grey’s, Northdale and Edendale) After achieving competency in critical care skills, the candidate will be afforded up to 20% of clinical time in their base discipline in order to maintain those skills Candidates must remain within 30 minutes of the relevant PMB Hospital during all periods of on call at that hospital.

**ENQUIRIES**

: Dr Arisha Ramkillawan: Tel No: (033) 8973412 Dr Zane Farina Tel No: (033) 897 3412

**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 49/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.

**CLOSING DATE** : 16 October 2020

**POST 23/120** : **CHIEF EXECUTIVE OFFICER REF NO: G174/2020**  
Cluster: District Health Services  
Job Purpose: To plan, direct, co-ordinate and manage the efficient service delivery of clinical and administrative support services.

**SALARY** : R869 007 per annum (Level 12) (An all Inclusive MMS Salary Package of Salary)  
**CENTRE** : Northdale District Hospital  
**REQUIREMENTS** : A degree/advanced diploma in a health related field, registration with relevant professional council. A degree/diploma in health management or a degree/advanced diploma 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. An 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 (PFMA), 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** : Provide strategic leadership 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 mobilization, monitoring and evaluation, 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. 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 outcomes.

**ENQUIRIES** : Mrs S.W Mbambo Tel No: (033) 897 1041  
**APPLICATIONS** : All applications should be forwarded to: The District Director: Umgungundlovu District Office: KZN Department of Health, Private Bag X9124, Pietermaritzburg, 3200 OR Hand delivered to: 171 Hoosen Haffajee Street, Pietermaritzburg, 3200.

**FOR ATTENTION** : Mr Z.H Mthethwa Tel No: (033) 897 1017  
**NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the

South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

<b><u>CLOSING DATE</u></b>	:	16 October 2020
<b><u>POST 23/121</u></b>	:	<b><u>DEPUTY MANAGER NURSING (LEVEL 1 &amp; 2 HOSPITALS) REF NO: UGU 28/2020</u></b> Component: Clinical & Programmes
<b><u>SALARY</u></b>	:	R843 618 per annum (All-inclusive package – consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules) Other Benefits: 12% Rural allowance on a claim basis.
<b><u>CENTRE REQUIREMENTS</u></b>	:	UGU Health District Office Grade 12, A Bachelor's degree / diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse, Proof of current registration with SANC as a Professional Nurse, A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing, At least 4 years of the period referred to above must be appropriate recognizable experience at management level in Primary Health Care/Programme management, Valid code EB drivers' license (code 08), Computer certificate: MS Software applications (attach proof), Proof of current and previous work experience endorsed and stamped by Human Resources; Knowledge, Skills, Training And Competencies Required: Ability to think critically in difficult situations, Sound project management skills, Ability to make independent decisions, Strong communication and presentation skills, Managerial and facilitation skills, an understanding of the challenges facing the public health sector, Ability to translate strategic and transformation objectives into practical planning frameworks, Ability to prioritize issues and other work related matters and to comply with the time frames, Proven initiative, decisiveness, dedication and the ability to acquire new knowledge swiftly, Computer literacy.
<b><u>DUTIES</u></b>	:	Provide strategic leadership in the provision of Primary Health Care services and Clinical Health Programmes to all levels of the health system within the District, Ensure the coordination of Primary Health Care services and Health Programme Management service areas of Ugu, Develop and cost Health Programme and Primary Health Care plans, Ensure that Health Programmes are properly managed, Monitor and evaluate the quality of services in relation to Primary Health Care and Health Programmes, Distribute Health Programme resources equitably, Provide leadership for the Health Programme Management Team in order to ensure the delivery of high quality health care, Ensure good governance in health programmes and community participation which includes the effective functioning Clinic communities, Monitor staff levels and ensure the effective recruitment of competent personnel and implement retention strategies, Assess Health Programmes services needs for staff development, Ensure the integration of Health Programmes, Convey a clear vision of transformation and oversee the transformation process within the Clinical Health Programme setting, Ensure that the Health Programmes participate in poverty alleviation activities with specific emphasis in OSS, Develop and ensure the implementation of National, Provincial and District Policies and legal prescripts, Monitor and control the Health Programmes budget, Re-engineer the mainstream PHC with specific emphasis to school health services, district outreach and district specialist initiatives.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs N.C. Mkhize Tel No: (039) 688 3000
<b><u>FOR ATTENTION</u></b>	:	Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240.
<b><u>CLOSING DATE</u></b>	:	Human Resource Department 16 October 2020
<b><u>POST 23/122</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1, 2 OR 3 REF NO: UGU 29/2020</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R821 205 per annum Grade 2: R938 964 per annum Grade 3: R1 089 693 per annum (This inclusive package consist of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules)
<b><u>CENTRE REQUIREMENTS</u></b>	:	UGU Health District Office - Park Rynie Mortuary <b>Grade 1:</b> requires appropriate qualification plus registration with HPCSA as a Medical Practitioner. <b>Grade 2:</b> requires appropriate qualification, registration certificate plus 5 years' experience after registration as a Medical Practitioner. <b>Grade 3:</b> requires appropriate qualification, registration certificate plus 10 years' experience after registration as a Medical Practitioner. Valid code EB driver's

license (code 8). Non-South African citizen applicants – a Valid Work Permit in accordance with HR Circular 49/2008 obtainable from any government department; Knowledge, Skills, Training And Competencies Required: knowledge of access to information act & relevant procedures, Knowledge of mortuary and its operation, High level of integrity & confidentiality, Knowledge of Inquest Act, Knowledge of National Health Act, Knowledge of Births and Deaths Registration Act, Knowledge of Health Professionals Act, Knowledge of post mortems and procedures, Knowledge of the Criminal Justice System, Knowledge of court etiquette and rules of trial, Knowledge of crime scene procedures, Report writing skills, Excellent communication skills, Computer literacy, Knowledge of Occupational Health & Safety Act and Infection Prevention Control Guidelines, Ability to work under traumatic and stressful environment.

**DUTIES** : Detailed external examination of corpses and careful documentation of findings, Supervision of the protection of a body, Dissection of the viscera, Dictation of findings pertaining to the pathology as well as trauma noted during the dissection, Collection of relevant specimens for evidentiary material, Maintenance of the chain of custody of report and specimens taken, Preparation of draft report and review of final autopsy report, Maintain compliance to the turnaround time of post mortem reports, Oral testimony in Court, Participate in CPD activities of the services, Required to perform overtime and shift duties, Develop appropriate skills and competencies to Forensic Pathology Officers, Improve governance including regulatory framework and policies, Supervise staff assisting with post mortem examination.

**ENQUIRIES** : Dr S. Ntsele Tel No: (033) 940 2405  
**APPLICATIONS** : Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240.

**FOR ATTENTION** : Human Resource Manager

**CLOSING DATE** : 16 October 2020

**POST 23/123** : **MEDICAL OFFICER GRADE 1 REF NO: MAN 13/2019 (X3 POSTS)**

**SALARY** : Grade 1: R821 205 per annum  
 Grade 2: R938 964 per annum  
 Grade 3: R1 089 693 per annum (All –Inclusive Package) 22% Rural allowance Plus commuted/fixed overtime.

**CENTRE** : Manguzi Hospital - (KwaZulu - Natal)

**REQUIREMENTS** : Matric certificate, MBCHB Degree, Current registration with HPCSA as a Medical Practitioner Medical Officer **Grade 1**: Registration with HPCSA as a Medical Practitioner. Foreign candidates require 1 year relevant experience after registration with a recognized foreign health professional Council, of whom it is not required to perform Community Service Medical Officer **Grade 2**: Minimum of 5 years' experience after registration with the HPCSA as a Medical Practitioner post-Community Service. 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 Medical Officer **Grade 3**: Minimum of 10 years' experience after registration with HPCSA as a Medical Practitioner post-community service. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service Experience in surgery/orthopaedics and/or obstetrics and anaesthetics will be a recommendation. After registration as a Medical Practitioner with recognized Foreign Health Professional Council in respect of foreign of Qualified employees of whom it is not required to perform Community Service as required in South Africa and Certificate of service from previous employer is compulsory, verification of employment from current employer, which must be endorsed and signed by Human Resources Manager. Knowledge, Skills, Training, And Competencies Required Broad medical knowledge, including HIV and TB, paediatrics, surgery, obstetrics & gynaecology, orthopaedics, psychiatry, emergency medicine and anaesthetics. Ability to perform Cesarean sections Laparotomy for ectopic pregnancy Ability to perform general anaesthesia for above will be an advantage. Documented proof of the above should be attached Good communication and interpersonal skills. Willingness to teach and supervise junior doctors and students. Knowledge of applicable legislation, and national quality standards relating to primary health care.

**DUTIES** : Consultation, diagnosis and treatment of patients in outpatients, casualty, wards and attached clinics. Implementation of required standards of care, including treatment protocols and guidelines Referral to higher levels of care when indicated. Participation in duty rosters. Performance of required administrative duties Facilitation of staff training and on-going medical education Collaboration with medical practitioners and other health care workers in neighboring health

<b><u>ENQUIRIES</u></b>	:	institutions to promote an effective district health service Doctors who will have completed their Community Service by 31 December 2020 may apply.
<b><u>APPLICATIONS</u></b>	:	Dr. M.Blalock Tel No: (035) 5920150 The Human Resources Manager, Manguzi Hospital, Private Bag X 301 .Hand delivered applications may be submitted at Human Resource office Manguzi Hospital, Hospital Road, Kwangwanase, 3973.
<b><u>FOR ATTENTION</u></b>	:	Mr. N.T. Ngubane
<b><u>NOTE</u></b>	:	All short-listed 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 candidate to attend generic Managerial competency assessments (in compliance with the DPSA) Directive on the implementation of competency based assessment. Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (Previous experience must be comprehensively detailed) and certified Copies of qualification certificates (including Senior Certificate/ Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver's licence. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the Posts. The successful candidate will be subjected to personnel Suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applications use incorrect/no reference number(s) on their applications.
<b><u>CLOSING DATE</u></b>	:	16 October 2020
<b><u>POST 23/124</u></b>	:	<b><u>MEDICAL OFFICER (GRADE1, 2, 3) REF NO: GS 52/20</u></b> Component: Intensive Care Unit (Critical Care)
<b><u>SALARY</u></b>	:	Grade 1: R821 205 per annum Grade 2: R938 964 per annum Grade 3: R1 089 693 per annum All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form.
<b><u>CENTRE</u></b>	:	Greys Hospital, Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	An Appropriate Qualification In The Appropriate Health Science (Mbchb Or Equivalent) Plus Current Registration With The Health Professions Council Of South Africa As A Medical Practitioner Recommendation A Higher Qualification in a relevant clinical discipline (such as the Diploma in Anaesthesia, Diploma in Primary Emergency Care, Higher Diploma in Internal Medicine etc.) would be an advantage. Experience in either Emergency Medicine, Surgery, Internal Medicine or Anaesthesia would be an advantage. References from previous employers attesting to the candidate's clinical skills, practical abilities, stress tolerance and ability to work in a team will be required. Knowledge Skills Training and Competencies Required Programme planning implementation and evaluation Information management Current Health and Public service legislation, regulations and policy Medical ethics, epidemiologist and statistics Participation in the After Hours call system is essential, and thus completion of a Group 3 Commuted Overtime contract will be required. <b>Grade 1:</b> Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. A Higher Qualification in a relevant clinical discipline (such as the Diploma in Anaesthesia, Diploma in Primary Emergency Care, Diploma in Internal Medicine etc.) would be Required. <b>Grade 3:</b> Experience: 10 years' experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing

<b><u>DUTIES</u></b>	:	community service as required in South Africa A Higher Qualification in a relevant clinical discipline (such as the Diploma in Anaesthesia, Diploma in Primary Emergency Care, Diploma in Internal Medicine etc.) would be Required. Clinical responsibility including examine, investigate, diagnose and oversee treatment of patients The incumbent will be part of the Pietermaritzburg Metropolitan Group of hospitals and will be expected to rotate through all hospitals in Pietermaritzburg if required. To perform appropriate preadmission examination, triage, and optimisation of patients referred for Intensive Care Unit admission. To provide safe and appropriate medical care to critically ill patients admitted to the Intensive Care Unit. To assist in the management of critically ill patients outside of the Intensive Care Unit To assist in the management of the critical care unit Drawing up of Work Schedules Organizing and managing meetings in the ICU Maintenance of databases Completion of Human Resources reports Completion on Quality Improvement Reports Attendance at Hospital Committee Meetings Assist with human resource development for medical staff Conduct Orientation and Induction Programme for new and nursing Medical staff Provide guidance and advice to junior medical staff and nursing staff Assist with the development of training programmes Support Continuous Professional Development by assisting with information seminars, attendance of external meeting, conferences etc. Participate in relevant training programmes Maintain accurate and appropriate health records in accordance with the legal/ethical considerations and continuity of patient care Undertake continuing medical education and professional development and study professional literature e.g. Medical journals To identify health care needs and communicate these to seniors so that new ideas could be developed on policies/methods/techniques and procedures. To participate in audit and quality control programs to improve the standard of patient care. To participate in departmental administration by ensuring compliance with all departmental rules and regulations with regard to leave, call rosters and rotations To maintain a logbook of clinical duties.
<b><u>ENQUIRIES</u></b>	:	Dr A Ramkillawan Tel No: (033) 897 3413
<b><u>APPLICATIONS</u></b>	:	To be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
<b><u>FOR ATTENTION</u></b>	:	Mrs M Chandulal
<b><u>NOTE</u></b>	:	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 52/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply. NB: This advertisement is intended to recruit a Medical Officer to the Intensive Care Unit of Grey's Hospital, with a start date on or before 1 October 2020. The incumbent will be expected to undertake to work in the ICU for at least 12 months after which rotation to other disciplines could be considered. The incumbent is expected to work in the Intensive Care Unit of Grey's Hospital, Pietermaritzburg. The primary purpose of this post is for the incumbent to render clinical services and administrative duties in the Intensive Care Unit. Practical and academic training to facilitate this task will be provided.
<b><u>CLOSING DATE</u></b>	:	16 October 2020
<b><u>POST 23/125</u></b>	:	<b><u>MEDICAL OFFICER; S (FAMILY MEDICINE AND A&amp;E UNIT) (GRADE 1-3) REF NO: MAD 18/2020 (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R821 205 – R884 670 per annum Grade 2: R938 964 – R1 026 693 per annum Grade 3: R1 089 693 – R1 362 3660 per annum The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.
<b><u>CENTRE</u></b>	:	Madadeni Provincial Hospital
<b><u>REQUIREMENTS</u></b>	:	MBChB degree or equivalent qualification plus, proof of current registration with HPSCA (2020 Receipt). Certificate of current registration with HPCSA as a Medical



Practitioner. Proof of current and previous work experience endorsed by HR (Certificate of Service). Experience: Medical Officer **Grade 1**: No experience required from South African qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 2**: Five (5) years' relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Six (6) years' relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 3**: Ten (10) years' relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Eleven (11) years' relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills and Competencies required: - Sound clinical knowledge in Emergency Medicine. Sound knowledge of Basic Emergency Medicine principles (Previous experience in an A&E is not a requirement but would be recommended). Short course certification in ACLS/PALS/ATLS are not a requirement but would be recommended to have. Good interpersonal skills. Sound Assessment, Diagnostic and management skills. Knowledge and skills care.

**DUTIES** : Clinical/administrative duties/responsibilities for the respective sections, Implement quality standards and practices and treatment protocol to ensure correct and effective management of patients. Examination, diagnosis and treatment of patients in the emergency department. Perform emergency procedures. Application of emergency medicine principles of care to patients and relatives. Facilitation of staff training and on-going medical education. After-hours participation in call rosters.

**ENQUIRIES** : Dr. F.A Mahomed Tel No: (034) 328 8000

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

**FOR ATTENTION** : The Recruitment Officer

**NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

**CLOSING DATE** : 16 October 2020

**POST 23/126** : **MEDICAL OFFICER GRADE 1, 2 OR 3 (CURATIVE) REF NO: PCHC 06/2020 (X1 POST)**

**SALARY** : Grade 1: R821 205 per annum (All inclusive package) this inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. With compulsory Commuted Overtime. Incumbent will have to sign the commuted overtime contract form as per the directive.  
Grade 2: R938 964 per annum (All inclusive package) This inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules with compulsory Commuted Overtime. Incumbent will have to sign the commuted overtime contract form as per the directive

Grade 3: R1 089 693 per annum (All inclusive package). This inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. With compulsory Commuted Overtime. Incumbent will have to sign the commuted overtime contract form as per the directive.

**CENTRE  
REQUIREMENTS**

: KZN Health -Phoenix Community Health Centre  
: **Grade 1** Senior Certificate STD 10/Grade 12 Plus MBCHB Degree or Equivalent qualification, Certificate of registration with HPCSA as a Medical Practitioner, Proof of current and previous work experience endorsed and stamped by HR must be attached. Proof of current Registration with the Health Professional Council of South Africa as a Medical Practitioner. Medical Officer **Grade 2** .Requirements, Senior Certificate STD 10/Grade 12 Plus MBCHB Degree or Equivalent qualification, Certificate of registration with HPCSA as a Medical Practitioner Proof of current and previous work experience endorsed and stamped by HR must be attached. Proof of current Registration with the Health Professional Council of South Africa as a Medical Practitioner Plus 5 years' experience after registration with HPCSA as a Medical Practitioner. Medical Officer **Grade 3** Minimum Appointment Requirements. Senior Certificate STD 10/Grade 12 Plus, MBCHB Degree or Equivalent qualification Certificate of registration with HPCSA as a Medical Practitioner, Proof of current and previous work experience endorsed and stamped by HR must be attached. Proof of current Registration with the Health Professional Council of South Africa as a Medical Practitioner Plus 10 years' experience after registration with HPCSA as a Medical Practitioner Knowledge, Skills, Training and Competencies required: Knowledge of current health legislations and policies at public institutions. Knowledge of national quality standards relating to Primary Health Care, Sound knowledge of nation TB and ARV programme including STI's and PMTCT. Sound Knowledge of Maternal and Child Health. Knowledge on information management and quality improvement strategies. Ability to function with multidisciplinary team. Sound knowledge and clinical skills. Excellent human, communication and leadership skills. Good team building and problem solver. Good communication and interpersonal skills. Willingness to teach and supervise junior staff.

**DUTIES**

: Clinical responsibility including examine, investigate, diagnose, and oversee treatment of patient in OPD/ casualty, Maternity, Paediatric and adult wards. Perform necessary and appropriate emergency lifesaving procedures. Diagnose and facilitate referrals to higher level of care. Provision of quality patient centred care. Maintain accurate and appropriate health records in accordance with the legal and ethical considerations and continuity of patient patient care. Ensure proper hand over of critical ill patients when going off duty. Provide preventive health interventions and measures to promote health care. Undertake continuing medical education and professional development and study professional literature to keep abreast with current medical practice. Performance of required administrative duties. Collaboration with medical practitioners and other health care workers in neighbouring health institution. Active participation in training interns and community service doctors. Maintain and continuously improve professional and ethical standard. Instil confidence in public service and also in medical profession through exemplary behaviour.

**ENQUIRIES**

: Dr B.C Badripersad Tel No: (031) 538 0806

**APPLICATIONS**

: Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe 4300.

**FOR ATTENTION  
NOTE**

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

**CLOSING DATE**

: 16 October 2020

**POST 23/127**

: **MEDICAL OFFICER GRADE 1, 2 OR 3 (ARV) REF NO: PCHC 07/2020 (X1 POST)**

**SALARY**

: Grade 1: R821 205 per annum (All inclusive package). This inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in

terms of the applicable rules. With compulsory Commuted Overtime. Incumbent will have to sign the commuted overtime contract form as per the directive.

Grade 2: R938 964 per annum (All inclusive package). This inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules with compulsory Commuted Overtime. Incumbent will have to sign the commuted overtime contract form as per the directive.

Grade 3: R1 089 693 per annum (All inclusive package). This inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules with compulsory Commuted Overtime. Incumbent will have to sign the commuted overtime contract form as per the directive.

**CENTRE REQUIREMENTS**

: KZN Health -Phoenix Community Health Centre  
: **Grade 1:** Senior Certificate STD 10/Grade 12 Plus, MBCHB Degree or Equivalent qualification, Certificate of registration with HPCSA as a Medical Practitioner. Proof of current and previous work experience endorsed and stamped by HR must be attached. Proof of current Registration with the Health Professional Council of South Africa as a Medical Practitioner. **Grade 2,** Senior Certificate STD 10/Grade 12 Plus. MBCHB Degree or Equivalent qualification, Certificate of registration with HPCSA as a Medical Practitioner. Proof of current and previous work experience endorsed and stamped by HR must be attached. Proof of current Registration with the Health Professional Council of South Africa as a Medical Practitioner Plus 5 years' experience after registration with HPCSA as a Medical Practitioner. **Grade 3** Senior Certificate STD 10/Grade 12 Plus, MBCHB Degree or Equivalent qualification Certificate of registration with HPCSA as a Medical Practitioner, Proof of current and previous work experience endorsed and stamped by HR must be attached. Proof of current Registration with the Health Professional Council of South Africa as a Medical Practitioner Plus 10 years' experience after registration with HPCSA as a Medical Practitioner, Recommendations: Certificate/Diploma in ARV Management. Knowledge, Skills, Training and Competencies required: Knowledge of current Health Legislation and policies at Public Institutions. Sound knowledge of ARV Programmes including STI's PMTCT and National TB programme. Good research and presentation skills. Information management and quality assurance programs. Ability to function with multi-disciplinary team. Sound knowledge and clinical skills in Adult and paediatric Care. Excellent human, communication and leadership. Good Team builder and problem solver.

**DUTIES**

: Provision of quality patient centered care for all patients. Maintenance and continuous improve professional and ethical standards. Provide ongoing medical management of patients with acute chronic conditions, ARV Management and PHC Clinics. Handle disability grants assessments. Maintain accurate health records in accordance with Legal Ethical consideration. Provide medicine related information to clinical staff as may be required. Train and guide junior staff and other health associated Professionals. Provide and manage antiretroviral treatment for both adult and children. Participate in communicable Health disease programs and ensure that relevant patients statistics are maintained to facilitate proper decision making. Conduct Orientation and induction programs for junior colleagues and Community service Medical Practitioners.

**ENQUIRIES APPLICATIONS**

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

**FOR ATTENTION NOTE**

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

**CLOSING DATE**

: 16 October 2020

**POST 23/128**

: **DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS REF NO: G175/2020 (X2 POSTS)**

Cluster: Risk, Investigations and Security Services

**SALARY CENTRE**

: R733 257 per annum (An all-inclusive salary package)  
: Head Office: Pietermaritzburg

<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree or National Diploma in the field of Auditing/Internal Auditing/Risk Management/Legal/Forensic Investigation (NQF7) Plus A minimum of five (5) years in Investigation/Risk Management/ Auditing working environment with three years' junior management experience; Plus Unendorsed valid Code B driver's license (code 08). Certified Fraud Examiner (CFE) certification will be an advantage. Recommendations: Previous work experience in the health sector will be an added advantage. Knowledge, Skills, Training And Competencies Required:-The incumbent of this post will report to the Director: Departmental Investigation Services, and will be responsible to Ensure effective and efficient rendering of Departmental Investigation Services inclusive of detection, Investigation and Prosecution of fraud and corruption, theft and maladministration. The ideal candidate Must: Possess sound knowledge of Criminal Procedure Act, Protection of Information Act and general justice system. Have the ability to deal with high work pressure and threats within a stressful environment. Have the ability to liaise effectively with private and state law enforcement agencies. Have strong interpersonal, communication and presentation skills. Have the ability to manage the investigation of complex cases. Have an in-depth understanding of public procurement processes and prescripts PFMA, PPPFA, relevant Regulations and Guidelines etc). Have good communication skills (both verbal and written). Have knowledge of forensic investigations. Proven initiative, decisiveness, dedication and the ability to acquire new knowledge swiftly. Be computer literate with proficiency in MS Word Software Applications. Interviewing Techniques, Planning and organisation, Project management, Presentation skills and Report writing skills.
<b><u>DUTIES</u></b>	:	Ensure the development and implementation of policies and procedures in the interests of the Protected Disclosure Act, 2000. Manage advocacy campaigns to promote the disclosure of information pertaining to incidents of fraud, corruption, theft and maladministration in the department. Manage the assessments and formal investigation of fraud corruption, theft and maladministration allegations. Facilitate processes to ensure that formal disciplinary proceedings and/or criminal prosecutions are instituted and losses suffered by the department are recovered. Manage the analysis of fraud and corruption incidence and report findings to the Accounting Officer, DPSA, Auditor-General and PSC. Liaise with state law enforcement agencies and private forensic services involved in special investigations with a view to build sound strategic partnerships. Identify, develop and manage sources of information and evidence. Ensure efficient and effective management of resources of the Sub-Component.
<b><u>ENQUIRIES</u></b>	:	Miss TC Mngqithi Tel No: (033) 328 4002
<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded to: The Chief Director: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower.
<b><u>FOR ATTENTION</u></b>	:	Mr A Memela
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. <b><u>NB:</u></b> Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, 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.
<b><u>CLOSING DATE</u></b>	:	16 October 2020
<b><u>POST 23/129</u></b>	:	<b><u>DEPUTY DIRECTOR: RISK MANAGEMENT SERVICES</u></b> Cluster: Risk, Investigations and Security Services
<b><u>SALARY</u></b>	:	R733 257 per annum (An all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Head Office Ref No: .G176/2020 (X2 Posts) eThekweni District: Ref No: G177/2020 (X1 Post)

ILembe District Ref No: G178/2020 (X1 Post)  
UMgungundlovu District Ref No: G179/2020 (X1 Post)  
UTHukela District Ref No: G180/2020 (X1 Post)  
King Cetshwayo Ref No: .G181/2020 (X1 Post)

**REQUIREMENTS**

: An appropriate Bachelor's Degree/National Diploma in Internal Auditing/Auditing/Accounting/Risk Management; Plus A minimum of five (5) years in Internal Auditing/Auditing/Risk Management environment with three years' junior management experience; Plus Membership with the relevant professional body. Plus Unendorsed valid Code B driver's license (Code 08). Recommendations: Previous work experience in the health sector will be an added advantage. Knowledge, Skills, Training And Competencies Required:-The incumbent of this post will report to the Director: Risk Management Services, and will be responsible to ensure effective and efficient rendering of risk management services, development of the three year rolling and annual risk management plans, risk assessment fieldwork, reporting and follow up. The ideal candidate must: Possess sound knowledge of the Public Finance Management Act, Treasury Regulations and Public Service Act and Regulations. Have the ability to deal with high work pressure and threats within a stressful environment. Have the ability to liaise effectively with clients and the relevant stakeholders. Have the ability to manage the risk management processes in terms of the Risk Management Standards and best practices. Have an in-depth understanding of public procurement processes and prescripts PFMA, PPPFA, relevant Regulations and Guidelines etc). Have good communication skills (both verbal and written). Have knowledge of risk management and/or internal auditing. Proven initiative, decisiveness, dedication and the ability to acquire new knowledge swiftly. Be computer literate with proficiency in MS Word Software Applications. Interviewing Techniques, Planning and organisation, Project management, Presentation skills and Report writing skills.

**DUTIES**

: Develop a comprehensive risk profile and recommend improvements on significant risk exposure for the department. Develop, implement, monitor and evaluate integrated risk management strategies. Assist in the design and implementation of a comprehensive plan for circulating risk management knowledge and information that will elicit the support of stakeholders across the department Management of a long-term strategic risk based risk management plan based on sub unit specific risk management strategies. The strategic plan should be based on a formalised plan to address the risk identified by risk assessments of the department. Perform reviews of risk management projects and reports, contributing expertise and industry knowledge to ensure that value is added. Ensure that all risk assessments conducted in terms of the risk management implementation plan are properly scoped, planned, appropriately resourced and executed through close liaison with department managers. Co-ordinate the implementation of Business Continuity Management within the department.

**ENQUIRIES**

: Miss TC Mngqithi Tel No: (033) 328 4002

**APPLICATIONS**

: All applications should be forwarded to: The Chief Director: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 OR Hand delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 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 Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.

**CLOSING DATE**

: 16 October 2020

<b><u>POST 23/130</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (PHC STREAM) – UMZOMUHLE CLINIC REF NO: OMN (PHC)</u></b>
<b><u>SALARY</u></b>	:	R562 800 – R633 432 per annum. Other Benefits: Home Owner Allowance (conditions apply) 13 <sup>th</sup> Cheque (conditions apply) Medical Aid (Optional). In-hospital Area Allowance (8% of basic salary)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Prince Mshiyeni Memorial Hospital – H CLINIC Degree/ Diploma in General nursing plus one (1) year post basic qualification in Primary Health Care. Registration with the South African Nursing Council (SANC) as a General Nurse and Primary Health Care nurse. A minimum of 9 years of appropriate recognizable nursing experience after registration as 'Professional Nurse' with the South African Nursing Council (SANC) in General Nursing .At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining the one-year post basic qualification in the relevant specialty (PHC).Proof of current registration with the SANC (2020 receipt).Valid Driver's License Knowledge, Skills Training And Competencies Required: Knowledge: nursing care processes and procedures, nursing statutes, and other relevant legal frameworks, such as Nursing Act, Health Act, Patient Right Charter, Batho Pele principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Skills: Leadership, organizational, decision making, problem solving abilities within the limits of the Public Sector, interpersonal, including basic computer skills. Personal attributes: responsiveness, professionalism, supportive, assertive and must be a team player.
<b><u>DUTIES</u></b>	:	Facilitate provision of comprehensive package of service at PHC level including priority Programmes and Quality Improvement Programmes Develop a Clinic Operational Plan, monitor and report on progress. Participate in clinical audits in the facility, develop and implement quality improvement plans. Ensure proper control and effective utilization of all resources including HR, Financial and infrastructure. Supervise Community Outreach Teams and ensure submission of reports. Ensure Staff development and monitor Staff performance according to EPMS. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Ensure the implementation and monitor Batho Pele Principles National Core Standards and Ideal Clinic Realization and Maintenance. Provide a safe and therapeutic environment as laid down in the Occupational Health and Safety Act and the Nursing Act. Ensure investigation, completion and timeous submission of reports when an incident or an accident has occurred or after a complaint has been reported. Maintain a constructive working relationship with all stakeholders Maintain intersectoral relationship with other Government structures and provide support to Sukuma Sakhe activities. Advocate and promote nursing ethos and professionalism in the clinic. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms SR Mpanza Tel No: (031) 9078323 should be posted to The Human Resource Department, Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobezi, 4060.
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms TB Mkhize NB: Please note that due to financial constraints, there will be no payment of S&T Claims.
<b><u>CLOSING DATE</u></b>	:	16 October 2020
<b><u>POST 23/131</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (PHC) REF NO: VRH 07/2020</u></b>
<b><u>SALARY</u></b>	:	R562 800 per annum plus 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Siloah Clinic (Vryheid District Hospital) Diploma/B degree in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwifery. Registration certificates with the SANC as Professional Nurse, Midwifery and Clinical Nursing Science. 1 year Post-basic qualification in the Clinical Nursing Science. A minimum of 9 years appropriate/recognizable experience in nursing 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 Clinical Nursing Science. Proof of current registration with SANC (2020 Receipt). Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. The post will be filled in terms of the Employment Equity Target. Recommendation: Registration certificate with SANC in Nursing Administration. Proof of computer literacy Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment.

		Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill. Knowledge of TB control, HIV/AIDS management and ARV. Conflict management. Interpersonal and team building skills. Communication skills.
<b><u>DUTIES</u></b>	:	Provide comprehensive of services according to PHC core package services. Provide effective and professional leadership by ensuring that the unit is organized to provide quality nursing care. Manage and direct satisfaction with the improved service delivery by holding the principle of Batho Pele and standards set by the accreditation process. Evaluate patient care Programme from time to time and initiate plans for improvement that supported by strong work ethics. Provide for safe therapeutic environment that allows for the practice of safe nursing care as laid down by Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Direct resource mobilization and ensure the optimal use thereof. Assist with the management of the transformation process and change within the clinic to ensure that the objectives of the institution are met.
<b><u>ENQUIRIES</u></b>	:	Mrs. ATS Sibiyi Tel No: (034) 9822111 Ext 5918
<b><u>APPLICATIONS</u></b>	:	All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100.
<b><u>FOR ATTENTION</u></b>	:	Mr SP Nene
<b><u>NOTE</u></b>	:	This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
<b><u>CLOSING DATE</u></b>	:	23 October 2020
<b><u>POST 23/132</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (GENERAL STREAM) REF NO: EPH 03/2020 (X2 POSTS)</u></b> Cluster: KZN Department of Health
<b><u>SALARY</u></b>	:	R444 276 – R500 031 per annum
<b><u>CENTRE</u></b>	:	Ekuhlengeni Psychiatric Hospital
<b><u>REQUIREMENTS</u></b>	:	For Operational Manager Nursing Senior Certificate or Grade 12 Degree / Diploma in Nursing as a General Nursing Science and Psychiatric Current South African Nursing Council Registration (2020) as a professional Nurse A minimum of (7) seven years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing Proof of previous and current work experience endorsed and stamped by Human Resource department NB: Certificate of service records must be attached Recommendation Computer literate Knowledge, Skill, Training & Competencies Required Knowledge of nursing care processes and procedures, nursing status and other relevant framework such as Nursing Act, Mental Health Act, OHS, Batho Pele Principles and patient's, Labour relation Act, grievance procedure etc. Leadership, organisational, decision making and problem solving abilities. Good communication and interpersonal relations including public relations, negotiation, conflict handling and counselling. Financial Management skills Good insight of procedure and policies pertaining to nursing care Ability to work under pressure to meet the deadlines Computer skills in basic programmes Knowledge of SABC rules and regular scope of practice, labour relations and basic programme.

**DUTIES** : Organization and monitoring of set objectives provided within the norms and standards of Nursing profession and Act Delegation of duties and ensuring its implementation Ensure implementation monitoring of EPMDS Promote Open and Transparent communication Direct and indirect supervision of all personnel in the unit Order and monitor appropriate levels of consumables according to the unit needs. Ensure availability and management of medicine including potential harmful drugs. Ensure availability, functional and servicing of all equipment in the unit Exercise control measures for resources in the unit Promote of staff development and training. Proper data management within the unit Promote professionalism and ethics within the unit Promote quality of care through implementation of National Core Standards (NCS) Ensure proper implementation of Mental Health Care Act of 2002. First Preference Will Be Given African Female.

**ENQUIRIES** : Ms. T.V. Mkuzo Tel No: (031) 9054 777/6/5

**APPLICATIONS** : All applications should be forwarded to: The Human Resource Manager: Ekuhlengeni Psychiatric Hospital: KZN Department of Health, P.O. Box 3, Umbogintwini, 4125 OR Hand delivered to: Off Old South Coast Road, Umbogintwini.

**FOR ATTENTION** : Ms. GP. Cele

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

**CLOSING DATE** : 16 October 2020

**POST 23/133** : **CLINICAL PROGRAMME COORDINATOR (INFECTION PREVENTION AND CONTROL) REF NO: EPH 04/2020 (X1 POST)**  
Cluster: KZN Department of Health

**SALARY** : R444 276 – R500 031 per annum

**CENTRE** : Ekuhlengeni Psychiatric Hospital

**REQUIREMENTS** : For Clinical Programme Coordinator (Infection Prevention and Control) Senior Certificate or Grade 12 Degree/Diploma in Nursing as a Professional Nurse and Midwifery/Accoucheur Current South African Nursing Council Registration as a professional Nurse A minimum of (7) seven years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing Proof of previous and current work experience endorsed and stamped by Human Resource department N.B: Certificate of service records must be attached Recommendation Certification in Infection Prevention and Control Computer literate Knowledge, Skill, Training & Competencies Required Knowledge of current health and services registration, regulation and policy including Medical ethics, epidemiology and statistics Good communication and leadership skills Decision making and clinical competency skills and knowledge essential Sound knowledge of procedures and protocols in psychiatric set up Sound knowledge of psychological, emotional and behavioral disorder Participate in on call roster Possess sound knowledge of Human resource Management Information management and quality assurance programs Have the ability to evaluate technologies and decide on the cost effective implementation thereof Ability and experience in teaching, research and administration.

**DUTIES** : To provide support to hospital Management team to meet the patient care needs To execute the best of his/her ability in the duties that may be reasonable assigned by management To develop written mission, vision, objectives and quality improvement programme for IPC Unit To provide Infection Prevention and Control Guidelines that protects employees from occupational risk and hazards and to



ensure that the environment is conducive to Health To coordinate the activities of IPC Committee and that is functional and all members are provided with knowledgeable information and update To ensure that written policies and procedures of IPC service are in line with the current standard of practices, regulations and the objectives of the service. To provide training and updates on IPS matters to all staff and monitor implementation thereof. To monitor and evaluate IPC practices through audits.

- ENQUIRIES** : Ms. T.V. Mkuzo Tel No: (031) 9054 777/6/5
- APPLICATIONS** : Applications should be forwarded to: The Human Resource Manager: Ekuhlengeni Psychiatric Hospital: KZN Department of Health, P.O. BOX 3, Umbogintwini, 4125 OR Hand delivered to: Off Old South Coast Road, Umbogintwini.
- FOR ATTENTION** : Ms. GP. Cele
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereon on the Z83 form. **NB:** Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. First preference will be given African Female.
- CLOSING DATE** : 16 October 2020
- POST 23/134** : **CLINICAL PROGRAMME CO-ORDINATOR: QUALITY ASSURANCE REF NO: NDH 26/2020**  
Cluster: Nursing Department
- SALARY** : R444 276 – R500 031 per annum. Benefits 13th cheque, medical aid and housing allowance (optional and provided the incumbent meets the requirements).
- CENTRE** : Northdale Hospital: Pietermaritzburg
- REQUIREMENTS** : Senior certificate/grade twelve certificate or equivalent qualification, Diploma/ degree in general nursing that allows registration with the SANC as a professional Nurse. Registration Certificate with SANC as a general nurse. A Minimum of 7 years appropriate/recognisable experience in Nursing after registration as a professional nurse with the SANC in general Nursing. Proof current registration with SANC as professional nurse for the year 2020 **NB:** Certificate of Service endorses by HR must be attached and it is compulsory Recommendation: A valid driver's license, Computer literacy, Experience in Quality Assurance Management Programme Knowledge, Skills, Training And Competencies Required:- The incumbent of this post will report to the Chief Executive Officer: Demonstrate an in depth understanding of nursing legislations related to and ethical nursing practice and how this impact to service delivery. Ensure clinical practices in accordance with the scope of practices. Promote quality of care as directed by professional scope of practices and standard as determined by the relevant health facility. Demonstrate a basis understanding of HR and financial policies and practices. Strong interpersonal communications and presentation skills. Knowledge of Total Quality Management (TQM) Knowledge of Norms and standards and provincial initiatives (Human Rights, Batho Pele, and Patient' Rights Charter) Knowledge of guidelines and polices.
- DUTIES** : The incumbent will be responsible for both the hospital and the clinics that fall under the hospital: He/she will work as part of a multidisciplinary team to ensure good quality of care across all disciplines both with the hospital and it's clinics. Perform quality improvement audits and surveys for the hospital and the clinics and report to Senior Management and multidisciplinary health teams. Monitor and evaluate delivery of quality care at the entire institution and it's clinics. Ensure implementation of standards and norms and provincial initiatives. Co-ordinate quality improvement initiatives within the institution and the clinics that fall under it. Monitor and evaluate compliance to the national and provincial quality

		programmes. Provide advice on various aspects of quality care to the institution and its clinics. Provide monthly reports to the hospital and clinics supervisors and senior management about progress of service delivery. Monitor clinical and non-clinical areas in regular basis to ensure compliance to processes. Ensure that all the hospital departments and clinic staff are provided training to all quality services. Ensure proper reporting and recording to Web system. Represent the institution and it's clinics in District and provincial QAM Forums.
<b><u>ENQUIRIES</u></b>	:	Mr. RE Manyokole Tel No: (033) 387 9007
<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded to: Human Resources Department, Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200.
<b><u>FOR ATTENTION</u></b>	:	Mr. RE Manyokole
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. <b><u>NB</u></b> : Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. People with disabilities are encouraged to apply and the target group in terms of employment equity target for an advertised post is an African Male.
<b><u>CLOSING DATE</u></b>	:	16 October 2020
<b><u>POST 23/135</u></b>	:	<b><u>CLINICAL PROGRAMME CO-ORDINATOR (QA MANAGER SR9) REF NO: CJMH 05/2020</u></b>
<b><u>SALARY</u></b>	:	R444 276 – R500 031 per annum. Other Benefits 13 <sup>TH</sup> Cheque, Rural Allowance is compulsory and Homeowner's allowance must meet prescribed requirements.
<b><u>CENTRE</u></b>	:	Charles Johnson Memorial Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Matric Certificate. Diploma/Degree in General Nursing with Midwifery, Community and Psychiatry. Minimum of four (5) years recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. Current Registration with SANC as a general Nurse and Midwifery (2020). A Bachelor's Degree/National Diploma in the field of Nursing Administration or Management. At least four (4) years supervisory experience which (2) years must be in Quality Assurance Programme. Driver's License. Computer License. Knowledge, Skills and Competencies Required Knowledge of Health policies and current public service and Health legislation. High level of interpersonal relationship skills High level of verbal and written communication skills. Presentation and facilitation skills. Ability to liaise with management and multidisciplinary team. Assertiveness and diplomacy. Computer literacy in word processing and spread sheet package. Problem solving skills. Practical experience in Quality Assurance and Accreditation.
<b><u>DUTIES</u></b>	:	Promote Quality culture within the hospital and clinics. Responsible for meeting specific measurable targets. Develop appropriate intervention programme, work plans and action plans, which will support the attainment of quality compassionate patient care. Develop process for addressing generic problems within the hospital and clinics. Maintain records of specific problems with interventions and the time frames. Provide on-going feedback to Senior Management on Quality Surveys and Quality Audits to ensure accreditation process remains on track (National Core Standards). Facilitate and monitor implementation of clinical quality improvement initiatives and programmes. Ensure and monitor the compliance of the Hospital and Clinics to Quality Programmes. Ensure the implementation of National and Provincial quality initiatives at the hospitals and clinics (Human Charter, Batho Pele programmes and Patient's Rights Charter).
<b><u>ENQUIRIES</u></b>	:	Ms. L.M. Ntuli Tel No: (034) 271 6406

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

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

**CLOSING DATE** : 16 October 2020

**POST 23/136** : **CHIEF ARTISAN: GRADE A REF NO: NGWE 51/2020 SYSTEMS**

**SALARY** : R386 487 – R441 891 per annum (All inclusive salary packages) (this inclusive package consist of (Housing Allowance and Medical Aid)

**CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital  
: Senior Certificate (Grade 12), N3 equivalent certificate in electrical related field. Appropriate Trade Test Certificate in terms of section 13(2)(h) of the Manpower Act of 1981 as amended. Valid driver's license. A minimum of 10 years post qualification experience required as an Artisan/ Artisan Foreman. Proof of working experience endorsed by Human Resource Department. Team work, creativity, independent, meticulous, proactive, Reliability, Punctual, working under pressure, Computer literate, unendorsed valid driver's license, knowledge of Public Finance Management Act and Treasury Regulations, knowledge of all SCM prescripts applicable to your work environment, knowledge of Human Resources Management prescripts applicable to your work environment, computer literate with proficiency in MS Office Software Applicable and BAS.

**DUTIES** : Provide a strategic direction in the Finance Component. Manage day-to-day financial control of services within the budget and formulate strategic short term and long term fiscal plan. Monitor and interpret cash flows, predict future trends and advise accordingly. Conduct reviews and evaluations for cost reduction opportunities and develop financial management mechanism that minimise financial risk. Manage overall supply chain operations including the purchasing and inventory of all projections and any variations from budget and prepare detailed budget report for the approval by the CFO. Ensure the effective, efficient and economical utilisation of resources allocated to the institution including the development of staff. Ensure compliance with the National Core Standards requirements.

**ENQUIRIES APPLICATIONS** : Mr P.E.Z Zulu Tel No: (035) 901 7060  
: Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1<sup>st</sup> Floor Admin Block

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

results to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. NB: - Please note that due to a large number of applications received, applications will not be acknowledged, however, successful applicants will be advised of the outcome of their application. Due to financial constraints S&T Claims and Resettlement/Relocation will not be considered. Accommodation will only be allocated when it is available otherwise successful candidates must arrange their private accommodation prior to assumption of duty. No interim accommodation in a form of Bed and Breakfast or Hotel Accommodation.

- CLOSING DATE** : 16 October 2020 (Late applications will not be accepted)
- POST 23/137** : **CLINICAL NURSE PRACTITIONER (SCHOOL HEALTH) REF NO: EGUM 08/2020**
- SALARY** : Grade 1: R383 226 – R444 276 per annum  
Grade 2: R471 333 – R579 696.per annum  
Plus 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
- CENTRE** : E G & Usher Memorial Hospital – Gateway Clinic
- REQUIREMENTS** : Grade 12 Certificate or equivalent. Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse, 1 (One) year post basic qualification in Clinical Assessment, Treatment and Care. Current registration with SANC (2020 receipt), Unendorsed Drivers licence (Code 8 or 10). Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with South African Nursing Council in General Nursing. **Grade 2:** A Minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council) of which at least (10) years of the period must be appropriate / recognized experience after obtaining a 1 (One) year post basic qualification in Clinical Assessment, Treatment and Care. Knowledge, Skills, Training And Competencies Required: Sound knowledge of reproductive and sexuality education, Good interpersonal relationship skills and good listening skills, Good communication and problem solving, Co-ordination and planning skills, Ability to relieve in the service areas and able to work under pressure, Team building and supervisory skills, Ability to formulate patient care related policies, Sound knowledge of health programmes run at the PHC level, Sound knowledge of the National core standards and date management.
- DUTIES** : Demonstrate effective communication with patients, supervisory and other clinicians, including report writing and statistics. Assist the unit Manager/Operational manager with overall management and necessary support for effective functioning on the clinic. Implement and advocate for preventive health initiatives for clients and the community served by the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Ensure clinical intervention to clients including administration of prescribed medication and ongoing observation of patients in the clinic. Implement health programmes within the PHC package in accordance with set guidelines, monitor performance and outcomes against the set targets and act on deviations. Ensure that programme specific data collected is timeous and accurate. Ensure proper utilization and safe keeping of basic medical, surgical and pharmaceutical stock. Provide preventive and promotive services that address the health needs of school-going children. Facilitate patients referral to health and other services where required according to the set guidelines, protocols, policies. Ability to support, involve and endure sustainable coordination for the school community and multi sectoral team in creating health promoting schools. Monitoring and evaluate the school health services renders i.e. collecting and evaluating school health data and reporting accordingly.
- ENQUIRIES** : Ms. NB Dladla Tel No: (039) 797 8100
- APPLICATIONS** : Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being

<b><u>FOR ATTENTION NOTE</u></b>	: unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post. : Human Resource Department : <u>The following documents must be submitted:</u> Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2017.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA/Permanent Residents/Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due To Financial Constraints, No S&T will be paid to candidates when attending the interviews.
<b><u>CLOSING DATE</u></b>	: 16 October 2020 @ 16H00 afternoon
<b><u>POST 23/138</u></b>	: <b><u>CLINICAL NURSE PRACTITIONER GRADE I &amp; 2 REF NO: PHO CNP 2/2019 (X1 POST QUMENI CLINIC)</u></b> Re-Advertisement
<b><u>SALARY</u></b>	: Grade 1: R383 226 – R 444 276 per annum : Grade 2: R471 333 – R 579 696 per annum Plus 13 <sup>th</sup> cheer, 8% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (optional)
<b><u>CENTRE REQUIREMENTS</u></b>	: Pholela CHC : <b>Grade 1:</b> Senior certificate grade 12 or Standard 10, Degree / Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Proof of registration with SANC (2019 receipt) as General Nurse and Primary Health Care. Previous work experience/Certificate of service endorsed by your Human Resource Department (to be attached to application).A minimum of 4 years appropriate/recognizable nursing experience as a General Nurse. <b>Grade 2:</b> senior certificate grade 12 or Standard 10. Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Proof of registration with SANC (2019 receipt) as General Nurse and Primary Health Care. Previous work experience/ Certificate of service endorsed by your Human Resource Department (to be attached to application). A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Knowledge, Skill and Abilities: 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 skills. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.
<b><u>DUTIES</u></b>	: Provide quality comprehensive Primary Health Care by providing promoting preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping 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. 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 programmes in the facility. Conduct outreach services (school health and ECD visits) at required intervals in your catchment area.

**ENQUIRE APPLICATIONS**

: Ms B.M. Maphanga Tel No: (039) 832 9488  
 : Direct your application quoting the relevant reference number to: The Human resources Department, Pholela CHC, Private Bag x502, Bulwer 3244 or hand delivers applications at Human Resource Department before the closing date at 16:00 pm.

**FOR ATTENTION NOTE**

: Mrs. NR Madlala  
 : An Application for Employment form (Z83) must be completed and forwarded it is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Certified copies of ID documents, std 10 or Grade 12, 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 PHO 05/2018. Please note that Failure to comply with the above instructions will disqualify applicants. Please note that the selected candidates 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**

: 16 October 2020

**POST 23/139**

: **CLINICAL NURSE PRACTITIONER (PHC) REF NO: VRH 08/2020 (X2 POSTS)**

**SALARY**

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

**CENTRE REQUIREMENTS**

: Bhukumthetho Clinic (Vryheid District Hospital)  
 An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current proof of registration with SANC for 2020. Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. Current proof of registration with SANC (2020 receipt). Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. The post will be filled in terms of the Employment Equity Target. **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound

<b><u>DUTIES</u></b>	:	understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.
	:	Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of diverse intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.
<b><u>ENQUIRIES</u></b>	:	Mrs. ATS Sibiya Tel No: (034) 9822111 Ext 5918
<b><u>APPLICATIONS</u></b>	:	All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100.
<b><u>FOR ATTENTION</u></b>	:	Mr SP Nene
<b><u>NOTE</u></b>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. 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.
<b><u>CLOSING DATE</u></b>	:	23 October 2020
<b><u>POST 23/140</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER (PHC) REF NO: VRH 09/2020 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum Plus 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	:	Hlobane Clinic (Vryheid District Hospital)
<b><u>REQUIREMENTS</u></b>	:	An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current proof of registration with SANC for 2020. Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. Current proof of registration with SANC (2020 receipt). Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. The post will be filled in terms of the Employment Equity Target. <b>Grade 1:</b> A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations

		and related ethical nursing practices within a primary health care environment. Report writing skill.
<b><u>DUTIES</u></b>	:	Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of diverse intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.
<b><u>ENQUIRIES</u></b>	:	Mrs. ATS Sibiya Tel No: (034) 9822111 Ext 5918
<b><u>APPLICATIONS</u></b>	:	All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100.
<b><u>FOR ATTENTION</u></b>	:	Mr SP Nene
<b><u>NOTE</u></b>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. 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.
<b><u>CLOSING DATE</u></b>	:	23 October 2020
<b><u>POST 23/141</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER (PHC) REF NO: VRH 10/2020 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum Plus 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	:	Ntababomvu Clinic (Vryheid District Hospital)
<b><u>REQUIREMENTS</u></b>	:	An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current proof of registration with SANC for 2020. Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. Current proof of registration with SANC (2020 receipt). Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. The post will be filled in terms of the Employment Equity Target. <b>Grade 1:</b> A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate / recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations



		and related ethical nursing practices within a primary health care environment. Report writing skill.
<b><u>DUTIES</u></b>	:	Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of diverse intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.
<b><u>ENQUIRIES</u></b>	:	Mrs. ATS Sibiya Tel No: (034) 9822111 Ext 5918
<b><u>APPLICATIONS</u></b>	:	All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100.
<b><u>FOR ATTENTION</u></b>	:	Mr SP Nene
<b><u>NOTE</u></b>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department or from the website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. 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.
<b><u>CLOSING DATE</u></b>	:	23 October 2020
<b><u>POST 23/142</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER (PHC) REF NO: VRH 11/2020 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum Plus 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	:	Siloah Clinic (Vryheid District Hospital)
<b><u>REQUIREMENTS</u></b>	:	An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current proof of registration with SANC for 2020. Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. Current proof of registration with SANC (2020 receipt). Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. The post will be filled in terms of the Employment Equity Target. <b>Grade 1:</b> A minimum of 4 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound

<b><u>DUTIES</u></b>	:	understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.
	:	Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of diverse intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.
<b><u>ENQUIRIES</u></b>	:	Mrs. ATS Sibiya Tel No: (034) 9822111 Ext 5918
<b><u>APPLICATIONS</u></b>	:	All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100.
<b><u>FOR ATTENTION</u></b>	:	Mr SP Nene
<b><u>NOTE</u></b>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. 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.
<b><u>CLOSING DATE</u></b>	:	23 October 2020
<b><u>POST 23/143</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER (PHC) REF NO: VRH 12/2020 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum Plus 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	:	Thembumusa Clinic (Vryheid District Hospital)
<b><u>REQUIREMENTS</u></b>	:	An appropriate B degree/National Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and Clinical Nursing Science. Current proof of registration with SANC for 2020. Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. Current proof of registration with SANC (2020 receipt). Proof of current/previous work experience endorsed and stamped by the employer(s) must be attached. The post will be filled in terms of the Employment Equity Target. <b>Grade 1:</b> A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience after obtaining the 1- year post-basic qualification in the relevant specialty. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound

<b><u>DUTIES</u></b>	:	understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.
	:	Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of diverse intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.
<b><u>ENQUIRIES</u></b>	:	Mrs. ATS Sibiyi Tel No: (034) 9822111 Ext 5918
<b><u>APPLICATIONS</u></b>	:	All applications should be posted to: The Human Resource Management, Vryheid District Hospital, Private Bag x 9371, Vryheid, 3100.
<b><u>FOR ATTENTION</u></b>	:	Mr SP Nene 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.
<b><u>NOTE</u></b>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
<b><u>CLOSING DATE</u></b>	:	23 October 2020
<b><u>POST 23/144</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER REF NO: SAHMEADOW 06/2020 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R383 226 per annum Grade 2: R471 333.per annum Other Benefits: 13 <sup>th</sup> cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
<b><u>CENTRE</u></b>	:	ST Andrew's Hospital: Meadowsweet Clinic
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate. Degree/Diploma in General nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. <b>Grade 1:</b> Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. <b>Grade 2:</b> Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Skills: Knowledge of nursing care and processes and procedures, Basic 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.
<b><u>DUTIES</u></b>	:	To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality 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. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and 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.

**ENQUIRIES** : Mrs VV Ncume Tel No: (039) 4331955 EXT 286  
**APPLICATIONS** : should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag x1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.  
**FOR ATTENTION** : Human Resource Manager  
**NOTE** : People with disability and African male are encouraged to apply  
**CLOSING DATE** : 16 October 2020

**POST 23/145** : **CLINICAL NURSE PRACTITIONER GR 1 REF NO: OTH CHC 15/2020 (X1 POST)**

**SALARY** : Grade 1: R383 226 per annum. (OSD). Other Benefits: 13<sup>TH</sup> Cheque, 12 % rural allowance, Medical aid (optional), Housing Allowance (employee to meet prescribed requirements)

**CENTRE** : Othobothini Community Health Centre  
**REQUIREMENTS** : Senior Certificate/STD 10/ Grade12. Diploma/ Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Proof of current registration with SANC (2020). Registration with SANC in General Nursing, Midwifery and Primary Health Care. A post basic nursing qualification (of at least 1 year) in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with SANC. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Kindly attach certificate of service/Proof of work experience endorsed by HR. Knowledge, Skills, Attributes and Abilities: Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal framework such as Batho Pele Principles, Patients' rights, Nursing Act etc. Conflict handling and counselling skills. Good report writing skills. Good communication skills both verbal and written. Good interpersonal skills. Project, financial and time management skills. Understanding of challenges facing Public Health Sector. Ability to plan and prioritise issues and other work related matters and comply with time frames.

**DUTIES** : Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Screening, diagnosing and treatment of patients. Maintain accurate and complete patient's records according to legal requirements. Assist in compiling and updating of procedural guidelines. Identify problems, areas needing improvement and communicate them to Operational Manager. Co-ordination of services within the institution and other services related to community health (NGO'S, CBO'S, and CHW). Ensure supervision, Provision and basic patient's needs. Evaluate and follow up patients during clinic visits. Promote preventive health for clients. Initiate treatment, implementation of programs and evaluation of patient's clinical conditions. Attend and participate during doctor's visits. Provide education to patients, staff and public. Assess in service training needs, planning and implementation of training.

**ENQUIRIES** : Ms. N.I Mthethwa Tel No: (035) 572 5590  
**APPLICATIONS** : Please forward applications quoting reference number to: The Human Resources Manager, Othobothini CHC, Private Bag X 012, Jozini, 3969 or hand deliver to Othobothini CHC HR Department.

**NOTE** : Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website-[www.kzhealth.gov.za](http://www.kzhealth.gov.za). Certified copies of ID, Std 10 certificate, educational qualifications, where experience is required a confirmation letter of relevant experience from the employer on an official letterhead (not certificate of service) must be submitted together with your CV. People with disabilities should feel free to apply. Applicants in possession of foreign qualifications must attach an evaluation/ verification certificate from the South African Qualifications Authority (SAQA). Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.

**CLOSING DATE** : 30 October 2020

**POST 23/146** : **CLINICAL NURSE PRACTITIONER REF NO: SAHKWAJALI 07/2020 (X1 POST)**

**SALARY** : Grade 1: R383 226 per annum  
Grade 2: R471 333 per annum  
Other Benefits: 13<sup>th</sup> cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

**CENTRE REQUIREMENTS** : ST Andrew's Hospital: Kwajali Clinic  
: Senior Certificate. Degree/Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. **Skills:** Knowledge of nursing care and processes and procedures, Basic 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

**DUTIES** : To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality 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. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and 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.

**ENQUIRIES APPLICATIONS** : Mrs VV Ncume Tel No: (039) 4331955 EXT 286  
: 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 NOTE** : Human Resource Manager  
**CLOSING DATE** : People with disability and African male are encouraged to apply  
16 October 2020

**POST 23/147** : **ASSISTANT DIRECTOR: HRM REF NO: MBO 10/2020**

**SALARY** : R376 596 – R443 601 per annum PLUS 13<sup>th</sup> cheque, Medical Aid Subsidy (optional) and home owners allowance (subject to meeting prescribed requirements)

**CENTRE REQUIREMENTS** : Mbongolwane District Hospital  
: Senior Certificate (Grade 12), Diploma or Degree in Human Resource Management or Public Management or Public Administration, A least 3 – 5 years of supervisory in Human Resource Component, Proof of current and previous working experience endorsed by human resource or employer must be attached on the application. Working knowledge of health policies and current public service and health related legislation, Broad knowledge and understanding of Human Resource Management, Sound knowledge of Human Resource Practices, Staff Relations, Employee wellness and Human Resource Development, Ability of strategic planning, execution, monitoring and evaluation, Sound knowledge of Persal, Project management and Financial Management, Ability to liaise with management, Knowledge of EPMDS, Computer literacy in word processing and spreadsheet packages, Knowledge of National Core Standards, High level of information presentation.

**DUTIES** : Manage day to day functioning of the human resource management component to ensure that high quality human resource management services are provided, Oversee HR Practices, HR Planning and Development, Labour Relations, Occupational Health and Employee Wellness, Responsible for development, implementation, monitoring and evaluation of Human Resource Standard Operating Procedures and guidelines, Implement National Core Standards and all other quality improvement initiatives, Develop Human Resource Plans for the hospital which includes HR Plan, Employment Equity Plan, Operational Plan, Skills

Development Plan, Annual In-service Education Plan etc. and ensure that all stakeholders are represented as per guidelines, Maintain functional HR committees which include, Employment Equity Committee, KZNETD Committee, Institutional Management and Labour Committee, Occupational Health and Safety Committee and other relevant committees, Monitor and control budget allocated to Human Resources and clearing of suspense account, Ensure effective performance management in line with Employee Performance Management and other relevant prescripts, Maintain good/sound labour peace, Comply with set deadlines and ensure high level of accuracy, Ensure establishment of fully functional employee health and wellness programmes, Timeous submission of statistics, reports, returns, and any other information from HR and Represent HR in various committees within the institution and at district level.

**ENQUIRIES** : Mrs S.I. Mkhwanazi Tel No: (035) 4766242  
**APPLICATIONS** : Please forward application quoting the reference number to the Chief Executive Officer, Mbongolwane Hospital, Private Bag X126, KwaPett, 3820.

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

**CLOSING DATE** : 16 October 2020

**POST 23/148** : **PUBLIC RELATIONS OFFICER REF NO: NGWE 53/2020**

**SALARY** : R376 596 – R443 601 per annum (All inclusive salary packages) (this inclusive package consist of (Housing Allowance and Medical Aid)

**CENTRE** : Ngwelezana Tertiary Hospital  
**REQUIREMENTS** : Senior Certificate (Grade 12), Bachelor's Degree/National Diploma in Public Relations/ Communication/ Journalism. A minimum of 1 to 2 years working experience in Public Relations/ Communications/Journalism. Proof of working experience endorsed by Human Resource Department. Recommendation: Unendorsed driver's license. Good organizational, planning, problem solving, negotiation and decision making skills. Knowledge of Public service Policies, Acts and Regulations. Customer care practices and Batho Pele Principles. Ability to plan, prioritize and execute duties in order of importance. Ability to maintain higher level of confidentiality. Excellent communication skills (verbal and written) in English and Zulu. Computer skills: Ms Word, Ms Excel, Ms Publisher. Personal practices.

**DUTIES** : Position the institute as an integral part of the health workers and health departments. Develop an annual communication plan for the different departments. Develop a crisis communication plan for the hospital. Communicate new development and policies to all staff. Identify public opportunities for the hospital. Provide surveys of public interest e.g. patient satisfaction surveys. Co-ordinate special events within the hospital board and all other stakeholders. Advice management of strategic communication matters within the institution. Develop and implement complaints mechanisms for the hospital. Provide good image for the hospital. Attend all the necessary stakeholders meetings within the community. Assist with quality improvement programmes and steer the good governance meetings. Provide and effective public relations services to patients and visitors attending the hospital and its clinics.

**ENQUIRIES** : Mrs C.N.N Mkhwanazi Tel No: (035) 901 7257/7105  
**APPLICATIONS** : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or

<b><u>FOR ATTENTION NOTE</u></b>	<p>hand delivered to Ngwelezana Hospital, Human Resource Department, 1<sup>st</sup> Floor, Admin Block</p> <p>Mr M.P Zungu</p> <p>Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, Educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.<b>NB:</b> Please note that due to a large number of applications received, applications will not be acknowledged, however, successful applicants will be advised of the outcome of their application. Due to financial constraints S&amp;T Claims and Resettlement/ Relocation will not be considered. Accommodation will only be allocated when it is available otherwise successful candidates must arrange their private accommodation prior to assumption of duty. No interim accommodation in a form of Bed and Breakfast or Hotel Accommodation.</p>
<b><u>CLOSING DATE</u></b>	16 October 2020 (Late applications will not be accepted)
<b><u>POST 23/149</u></b>	<b><u>OPERATIONAL MANAGER GENERAL: OUTPATIENT DEPARTMENT REF NO: NGWE 54/2020</u></b>
<b><u>SALARY</u></b>	R376 596 – R443 601 per annum
<b><u>CENTRE</u></b>	Ngwelezana Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	Diploma/Degree in General Nursing. Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a professional nurse. Attach proof of working experience endorsed by Human Resource Department/ Employer. Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework. Strong interpersonal, communication and presentation skills. Ability to make independent decisions, problem solving and conflict resolution. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills.
<b><u>DUTIES</u></b>	Provide effective and professional leadership within FMD, Oncology and Urology clinics. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Demonstrate effective communication with patients and other health professionals and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Develop and implement quality assurance programs, policies, operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of patient complaints. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented in the unit. Manage and supervise effective utilization of all the resources e.g. human, financial material. Develop, monitor and evaluate staff in terms of EPMDS. Exercise control over discipline, grievance and all labour relations issues. Perform both clinical and administrative duties as required. Attend to meetings and workshops as directed. Serve as a paymaster for unit pay point. Adhere to correct channels of communication as per the hospital organogram. Perform other duties as assigned by the supervisor and hospital management. Ensure implementation of NCS, Make Me Look Like a Hospital, Ideal Hospital and other departmental initiatives including provincial priorities. Provision of effective support to Nursing

Service i.e.; assist with relief of the supervisors and partake overall specialized unit function in team building. Maintain professional growth/ethical standard & self-development i.e.; maintain the code of conduct.

- ENQUIRIES** : Ms R.M Sithole Tel No: (035) 901 7258/7047/7166
- APPLICATIONS** : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1<sup>st</sup> Floor Admin Block
- FOR ATTENTION** : Mr M.P Zungu
- NOTE** : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za) must accurately completed and signed Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, Educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.NB: - Please note that due to a large number of applications received, applications will not be acknowledged, however, successful applicants will be advised of the outcome of their application. Due to financial constraints S&T Claims and Resettlement/Relocation will not be considered. Accommodation will only be allocated when it is available otherwise successful candidates must arrange their private accommodation prior to assumption of duty. No interim accommodation in a form of Bed and Breakfast or Hotel Accommodation.
- CLOSING DATE** : 16 October 2020 (Late applications will not be accepted)
- POST 23/150** : **ARTISAN FOREMAN REF NO: NGWE 52/2020 (SYSTEMS)**  
Plumbing  
Electrical  
Mechanical
- SALARY** : Grade A: R304 263 – R344 640 per annum  
Grade B: R364 143 – R462 084 per annum  
All inclusive salary packages per annum (this inclusive package consist of (Housing Allowance and Medical Aid)
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12). N3 equivalent certificate in Electrical/Plumbing/mechanical related field. Appropriate Trade Test Certificate in terms of section 13(2)(h) of the Manpower Act of 1981 as amended, Valid driver's license. Five (5) years post qualification experience required as an Artisan in an appropriate field. Proof of working experience endorsed by Human Resource Department. Technical analysis knowledge. Computer aided applications. Knowledge of legal compliance. Technical report writing. Analytical skills. Conflict management, Planning and organizing. Team leadership. Technical report writing. Creativity.
- DUTIES** : Electrical: Provide and/or supervise technical services and support to Ngwelezana Hospital including clinics and residential areas ensuring compliance with Occupational Health and Safety Act of 85 of 1993/1995. Produce objects with material and equipment according to job specification and recognized standards. Inspect equipment and/ or facilities for technical faults. Repair and services and support in conjunction with Technicians/ Artisans and associates in field, workshop and technical office activities. Ensure adherence to safety standards, requirements and regulations. Ensure quality assurance in line with specifications. Perform standby duties over weekends and public holidays. Supervise and mentor staff.**Plumbing:** Provide and/or supervise technical services and support to Ngwelezana Hospital including clinics and residential areas ensuring compliance with Occupational Health and Safety Act of 85 of 1993/1995. Produce objects with material and equipment according to job specification and recognized standards. Inspect equipment and/ or facilities for technical faults. Repair and services and support in conjunction with Technicians/ Artisans and associates in field, workshop



and technical office activities. Ensure adherence to safety standards, requirements and regulations. Ensure quality assurance in line with specifications. Perform standby duties over weekends and public holidays. Supervise and mentor staff. Repair or fit water taps, valves and sanitary fittings, gutters and down pipes. Installation of geysers, hand basins, showers, bath and toilets. Mechanical: Provide and / or supervise technical services and support to Ngwelezana Hospital including clinics and residential areas ensuring compliance with Occupational Health and Safety Act of 85 of 1993/1995. Produce objects with material and equipment according to job specification and recognized standards. Inspect equipment and/ or facilities for technical faults. Repair and services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure adherence to safety standards, requirements and regulations. Ensure quality assurance in line with specifications. Perform standby duties over weekends and public holidays. Supervise and mentor staff. Regular visual checks of all plant under his supervision inclusive of Air Handling units, autoclaves, beds, bedside lockers, gas banks, laundry equipment, oxygen pumps and workshops machinery applicable to fitting trade. Must be able to arc weld and do gas welding. Repairs to oxygen and vacuum wall paints, air conditioners and refrigerators. Daily reporting of faults, job progress and daily completion of job cards. Regular visual checks of all plant under his supervision inclusive of Air Handling units, autoclaves, beds, bedside lockers, gas banks, laundry equipment, oxygen pumps and workshop machinery applicable to fitting trade. Scheduling of work for subordinated and management of all resources allocated. Management of performance and behavioural conduct of subordinates. Deputise artisan Chief.

**ENQUIRIES  
APPLICATIONS**

: Mr P.E.Z Zulu Tel No: (035) 901 7060  
 : Please forward application quoting the reference number to The Human Resource Department, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or hand delivered to Ngwelezana Hospital, Human Resource Department, 1<sup>st</sup> Floor Admin Block

**FOR ATTENTION  
NOTE**

: Mr M.P Zungu  
 : Application must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website – [www.kznhealth.gov.za](http://www.kznhealth.gov.za) must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83, Comprehensive Curriculum Vitae, certified copies of identity document, Educational qualifications and professional registration certificates - not copies of certified copies. Persons with disabilities should feel free to apply for the post. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications. Failure to comply with the aforementioned instructions will result to your application being disqualified. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. NB: - Please note that due to a large number of applications received, applications will not be acknowledged, however, successful applicants will be advised of the outcome of their application .Due to financial constraints S&T Claims and Resettlement / Relocation will not be considered. Accommodation will only be allocated when it is available otherwise successful candidates must arrange their private accommodation prior to assumption of duty. No interim accommodation in a form of Bed and Breakfast or Hotel Accommodation.

**CLOSING DATE**

: 16 October 2020 (Late applications will not be accepted)

**DEPARTMENT OF SOCIAL DEVELOPMENT**

**APPLICATIONS**

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

**FOR ATTENTION  
CLOSING DATE  
NOTE**

: Ms PN Mkhize  
 : 23 October 2020  
 : Applications must be submitted on form Z83 and should be accompanied by a CV and original certified copies of all educational qualifications, Identity document and A valid driver's licence required by the post advertised. Applications must be forwarded to relevant address. Applicants must indicate the reference number of the post applied and the centre on Form Z83. Application forms Z83 (Application

for Employment) should be fully completed and signed by the applicant. Under no circumstances will faxed or e-mailed applications be accepted. The Department is an Equal Opportunity Affirmative Action employer. The employment is subject to signing of the employment contract and annual performance agreement. The candidates will be required to undergo security clearance, competency based assessment, technical assessment, SMS Pre-entry course is a prerequisite for all SMS posts and to disclose financial interests in accordance with relevant prescripts. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful. People with disabilities who meet the minimum appointment requirements will be given preference.

#### **MANAGEMENT ECHELON**

**POST 23/151** : **DIRECTOR: EXECUTIVE SUPPORT REF NO: DSD01/06/2020HO**

**SALARY** : R1 057 326 per annum (Level 13) (all inclusive)  
**CENTRE** : Head Office  
**REQUIREMENTS** : Qualifications: Bachelors' Degree in Public Administration/Public Management/ Social Science (NQF Level 7); 5 years of experience at middle/ senior managerial level in Office Management environment; A valid driver's license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Labour Relations Act; Employee Performance Management and Development Systems; Service Delivery Framework; Intergovernmental matters. Skills/ Core competencies: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy analysis and development; computer literacy; communication, presentation and negotiation.

**DUTIES** : Ensure the provision of executive administration support services to the HOD; Provide support services to the Department's management committees; Manage HOD's special projects; Manage the provision of Intergovernmental Relations function in the Department; manage the resources of the Directorate.

**ENQUIRIES** : Mrs NI Vilakazi Tel No: (033) 264 5402

#### **OTHER POSTS**

**POST 23/152** : **ASSISTANT DIRECTOR: OFFICE MANAGEMENT AND SUPPORT REF NO: DSD02/06/2020HO (X2 POSTS)**

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Head Office  
**REQUIREMENTS** : Qualifications: National Diploma/Bachelors' Degree in Public Administration/Public Management/ Office Administration/Social Science; 3- 5 years' experience in Office Management; A valid driver's license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Employee Performance Management and Development System Skills: analytical thinking; financial management; problem solving; conflict management; organizing; communication; interpersonal relations; presentation; computer literacy; driving.

**DUTIES** : Manage and prepare draft submissions to the Cabinet on behalf of the HOD; Coordinate and monitor the HoD's specific projects; Monitor administrative services for the HOD; Provide advice, guidance and input to policy; Manage resources of the sub-directorate.

**ENQUIRIES** : Ms NS Mbokazi Tel No: (033) 264 5406

**POST 23/153** : **ADMINISTRATIVE OFFICER: OFFICE MANAGEMENT AND SUPPORT REF NO: DSD03/06/2020HO (X2 POSTS)**

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Head Office  
**REQUIREMENTS** : Qualifications: National Diploma/Bachelors' Degree in Public Management/ Public Administration; 2-3 years' clerical experience; A valid driver's license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Working knowledge of public service Skills: communication; listening; analytical thinking; interpersonal relations; organizing.

**DUTIES** : Provide administrative support services; Provide a secretariat function and establish, implement and maintain an efficient and effective filing system; Procure

**ENQUIRIES**

goods and services; Promote sound working relationships between the Office of the HoD and other stakeholders.  
: Ms NS Mbokazi Tel No: (033) 264 5406