

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



- APPLICATIONS** : To Be Posted To: The Chief Director, Human Resource Management and Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered To: The Chief Registry Clerk, 14th Floor North Tower, Natalia 330 Langalibalele Street, Pietermaritzburg
- FOR ATTENTION** : Mr LA Nyilenda
- CLOSING DATE** : 11 December 2020 (Applications received after this date will not be accepted).
- NOTE** : To Applicants: 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise in terms of SMS posts that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection committee will recommend the candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The posts of Director: Human Capital Development and Director: Financial Accounting are being re-advertised. All applicants who applied previously need to re-apply if they wish their applications to be considered.

MANAGEMENT ECHELON

- POST 27/198** : **DIRECTOR: HUMAN CAPITAL DEVELOPMENT REF NO: 2/ 2020 (HRMD)**
 Chief Directorate: Human Resource Management & Development
 Directorate: Human Capital Development
- SALARY** : R1 057 326 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Human Resource Management/ Human Resource Development or related qualification coupled with 5 years' experience at a middle management/ senior management level in the human resource management/ human resource development environment. Furthermore the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Understanding of relevant legislation, Understanding of Human Resource Development strategies in the public service, skills development, skills audit as well as facilitation of skills development competencies, Knowledge of project management, Awareness and understanding of cultural climate within the Public Service, Knowledge of Public Service legislation, Knowledge of health and wellness programmes, Organisational and Development as well as management skills, Leadership skills, Decision making and problem solving

		skills, Organizing ability, Good communication skills (written and verbal), Financial management and strategic management skills, Computer literacy in MS Office, A valid code 8 driver's license.
<u>DUTIES</u>	:	The successful candidate will be required to develop and implement human capital development strategies with the following key responsibilities:- Develop, implement and monitor HRD systems, Coordinate management development programmes, Manage training and development, Manage performance management and development systems, Manage the provision of employee health and wellness programmes, Manage the resources of the Directorate.
<u>ENQUIRIES</u>	:	Mr GN Dlamini at Tel No: (033) 3952203
<u>POST 27/199</u>	:	<u>DIRECTOR: FINANCIAL ACCOUNTING REF NO: 2/2020 (F)</u> Chief Directorate: Finance Directorate: Financial Accounting
<u>SALARY</u>	:	R1 057 326 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Financial Management or related qualification coupled with 5 years' experience at a middle/ senior managerial level within the financial management environment. Furthermore the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made. Knowledge of understanding and application of financial management prescripts that guide Traditional councils will be an added advantage. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of financial management prescripts and prescripts that guide Public sector, Knowledge of PFMA, Understanding of Traditional Institution, Knowledge of departmental policies and guidelines, Audit and financial management skills, Management & strategic planning skills, Decision making, project planning and work analysis skills, Good communication skills (written and verbal), Computer literacy in MS Office, A valid driver's license.
<u>DUTIES</u>	:	The successful candidate will be required to manage an integrated financial administration service with the following key responsibilities:- Manage the financial systems and accounting of the Department and Traditional Institutions, Provide an integrated financial administration services ensuring accountability and clean administration, Ensure a comprehensive payment administration system, Manage the preparation and production of financial statements and other reports as required, Manage the development and implementation of policies, Ensure effective and efficient management of resources of the Directorate.
<u>ENQUIRIES</u>	:	Ms Y Joyi at Tel No: (033) 3953085
<u>POST 27/200</u>	:	<u>DIRECTOR: BUDGET CONTROL AND PLANNING REF NO: 3 /2020 (F)</u> Directorate: Budget Control And Planning
<u>SALARY</u>	:	R1 057 326 per annum (All inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Financial Management (majors in Accounting or Economics or Public Finance) or related qualification coupled with 5 years' experience at a middle management/ senior management level in a financial 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 PFMA, Public Service Regulations and Public Service Act, Knowledge of Public Finance Management – best practices, Knowledge of policy analysis, Knowledge of Government processes, Knowledge of project management and Treasury practice notes, Knowledge of financial management system and performance budgeting – best practice & guidelines, Knowledge of of recognised Accounting Principles, Good planning and management skills, Team development, decision making and problem solving skills, Financial management and budgeting systems skills, Analytical

- skills, Functional ability, Coaching and developing people skills, Quick thinking skills, Good communication skills (written and verbal), Computer literacy in MS Office, A valid code 8 driver's license.
- DUTIES** : The successful candidate will be required to manage and co-ordinate the budget, financial planning, monitoring and reporting on behalf of the department with the following key responsibilities:- Provide budget control services, Manage financial monitoring reporting, Manage financial planning, Manage the development and implementation of policies, procedures and strategies, Manage the effective and efficient utilization of the unit resources
- ENQUIRIES** : Ms Y Joyi at Tel No: (033) 3953085

OTHER POSTS

- POST 27/201** : **DEPUTY DIRECTOR: ASSET MANAGEMENT AND LOGISTICS SERVICES REF NO: 4 /2020 (F)**
Directorate: Supply Chain Management

- 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 a possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Asset Management/ Finance/ Auditing or related qualification coupled with 3 years junior management experience in an asset management or supply chain management environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Practical demonstration knowledge in asset management and supply chain management, Sound knowledge of PFMA, Treasury Regulations, Asset Management, SCM and other prescripts, Knowledge of private sector supplier trends and commodities, Knowledge of asset planning and management, Good planning, decision making and problem solving skills, Ability to develop the unit into a team, Numeracy skills, computer literacy (MS Word, Excel), A valid Code 8 drivers licence (must be prepared to drive official vehicles).

- DUTIES** : The successful candidate will be required to manage asset management and asset logistic services with the following key responsibilities:- Provide strategic asset management planning, Policy development and training services, Manage asset management services, Manage asset logistic services, Manage loss control system for the Department, Manage the resources of the sub-directorate

- ENQUIRIES** : Mr N Ludidi at Tel No: (033) 395 3085

- POST 27/202** : **ASSISTANT DIRECTOR: OFFICE OF THE HOD REF NO: 4/2020 (OHOD)**

- SALARY** : R376 596 per annum

- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in a possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Public Management/ Public Administration or related qualification coupled with 3 - 5 years' administrative experience. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of relevant legislation, Knowledge of Public Service procurement legislation and processes, Good interpersonal skills, Project management and control skills, Computer literacy (MS Word, Power Point, MS Excel, Novel Groupwise, Good communications skills(verbal and written), A valid Code 8 drivers licence.

- DUTIES** : The successful candidate will be required to manage the Office of the Head of the Department with the following key responsibilities:- Provide administrative and general support to the Office of the HOD, Co-ordinate MANCO and EXCO meetings, Co-ordinate the compilation and dissemination of correspondence, Staff supervision.

- ENQUIRIES** : Ms S Mchunu at Tel No: (033) 3953217

DEPARTMENT OF HEALTH

OTHER POSTS

<u>POST 27/203</u>	:	<u>HEAD CLINICAL DEPARTMENT (MEDICAL) GRADE 1 REF NO: GS 56/20</u> Component: Obstetrics and Gynaecology
<u>SALARY</u>	:	R2 161 416 per annum, (All inclusive package) excluding Commuted overtime (employee must meet the prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Greys Hospital A tertiary qualification (MBChB) FCOG Registration with the HPCSA as a Specialist or a recognized Sub-Speciality in Obstetrics and Gynaecology. At least three (3) years of appropriate experience as a Head Clinical Unit Proof of current registration with the HPCSA as Medical Specialist or Sub-Speciality. Certificate of certificate/proof of work experience (endorsed by Human Resources Department) must be attached. NB: Shortlisted candidates may be subjected to a competency test. Recommendations: Appropriate qualification in Management, e.g. Certificate in Management, Diploma in Management, MBA, etc. Computer literacy and proficiency in Microsoft Office suite Driver's license Knowledge, skills, Experience and Competencies Comprehensive managerial and leadership skills and competencies to Head the O&G Department at Grey's Hospital and holistically manage all operational and strategic matters of the Department, and coordinate O&G services in "Area 2" Competence and expertise in developing, implementing and monitoring policies, protocols and guidelines applicable to the O&G Department Thorough understanding of financial management and resource allocation and optimization, including budgeting and expenditure control. Sound knowledge of Human Resource Management (incl. EPMDS process and requirements) and disciplinary and grievance management procedures; organization structure, staff development programmes, including career pathing, recruitment and retention Proficiency with computers, Microsoft Office suite, including Outlook, PowerPoint, Excel, etc. Risk management within the Department, including incident management Problem-solving, decision-making and conflict-management proficiency. Excellent communication (verbal and written) and time management skills, punctuality Analytical thinking, Leadership, Clinical and Teaching skills. The ability to work under stress and maintain a good working relationship at all times. Knowledge, understanding and implementation of Batho Pele principles Sound knowledge and experience of relevant ethical and medico-legal matters, including investigating and providing expert opinions for medico-legal cases. Knowledge of relevant legislation, Policies and Regulations of the Department of Health/ DPSA, including, but not limited to, the National Health Act, PFMA, SCM regulations, Children's Act, The Choice on Termination of Pregnancy Act, Promotion of Access to Information Act, Medical Ethics, Epidemiology & Statistics.
<u>DUTIES</u>	:	The incumbent will head the O&G Department at Grey's Hospital and manage all operational and strategic matters of the Department, as well as coordinate specialist obstetrics and gynaecology services within "Area 2". Ensure provision of a cost –effective and high quality O&G services 24/7 (outpatient, inpatient, operative and peri-operative care) at Grey's Hospital. Formulate and execute annual operational plans, and a medium- to long-term strategy for the O&G Department, which meets the Department of Health's needs, and develop and manage the O&G Department in line with the strategy. Develop and implement strategies for meeting APP and other set targets, specifically with regards to C/S rates, maternal mortality ratio, BUR and ALOS. Ensure clinical governance within the Department, conducting clinical governance activities that are relevant to the needs of the Department, including PPIP/Morbidity and Mortality meetings on a monthly basis, expeditious Maternal Mortality Review meetings, at least quarterly Clinical Audits, utilization reviews, expansion and enhancement of ESMOE training programme, etc. Good record-keeping, including maintenance of statistics, sterilization register, PPIP data, maternal death review records, etc. Adept personnel management, EPMDS, recruitment and retention, labour relations, conflict management Ensure optimal level of skills and competencies of all staff, incl. sessional medical practitioners, in O&G. Promote and undertake teaching and training (Registrars, Medical Officers, Interns, Nursing personnel, undergraduate students, etc.), including MMed supervision, formal and informal teaching and training, examinations, course-coordination, academic programmes, etc. Design, implement and evaluate Quality Assurance and Improvement Programmes and Projects as may be required. Prudent fiscal and other resource management; ensure that all necessary equipment and other medical/ non-medical resources are available and functional in the O&G Department. Effective risk management,

including maintaining a risk register for the O&G Department. Chair and actively participate in relevant committees at Grey's Hospital as may be required, chair at least monthly O&G Departmental meetings Work as part of a team within the Pietermaritzburg Metropolitan Complex Hospitals, including with the Provincial O&G HCD, the DCSTs and EMS. Oversee and ensure maintenance of outreach/inreach/ virtual support programmes in "Area 2" Maintain close liaison with the Department of O&G at the Nelson R. Mandela School of Medicine (UKZN) and other relevant academic facilities. Manage / address client complaints which may arise in the O&G. Provide expert opinion to clinicians in the diagnosis, management and treatment of patients.

ENQUIRIES
APPLICATIONS

: Dr KB Bilenge Tel No: (033) 8973321
: 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: Application for employment form (Z83) which is obtainable at any Government Department OR website. Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies.hr endorsed certificate of service/work experience. Curriculum Vitae and certified ID copy. Failure to comply with the above instructions will disqualify applicants. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 56/20. 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).Please note that candidates will not be reimbursed for S&T claims for attending interviews.

CLOSING DATE

: 11 December 2020

POST 27/204

: **HEAD CLINICAL DEPARTMENT (MEDICAL) GRADE1 REF NO: GS 55/20**
Component: Orthopaedics

SALARY

: R2 161 416 per annum, (All inclusive package) excluding Commuted overtime (employee must meet the prescribed requirements)

CENTRE
REQUIREMENTS

: Greys Hospital, Pietermaritzburg
: A tertiary qualification (MBChB) Registration with the HPCSA as a Specialist or a recognized Sub-Speciality in Orthopaedics At least three (3) years of appropriate experience as Head clinical Unit Proof of current registration with the HPCSA as Medical Specialist or Sub-Speciality. Certificate of certificate / proof of work experience (endorsed by Human Resources Department) must be attached. NB: Shortlisted candidates may be subjected to a competency test. Recommendations B Appropriate qualification in Management, e.g. Certificate in Management, Diploma in Management, MBA, etc. Computer literacy and proficiency in Microsoft Office suite Driver's license Knowledge, Skills, Training and Competency Required: Comprehensive managerial and leadership skills and competencies to Head the Orthopaedics Department at Grey's Hospital and holistically manage all operational and strategic matters of the Department, and coordinate Orthopaedics services in "Area 2" Competence and expertise in developing, implementing and monitoring policies, protocols and guidelines applicable to the Orthopaedics Department Thorough understanding of financial management and resource allocation and optimization, including budgeting and expenditure control. Sound knowledge of Human Resource Management (incl. EPMDS process and requirements) and disciplinary and grievance management procedures; organization structure, staff development programmes, including career pathing, recruitment and retention Proficiency with computers, Microsoft Office suite, including Outlook, PowerPoint, Excel, etc. Risk management within the Department, including incident management Problem-solving, decision-making and conflict-management proficiency. Excellent communication (verbal and written) and time management skills, punctuality Analytical thinking, Leadership, Clinical and Teaching skills. The ability to work under stress and maintain a good working relationship at all times. Knowledge, understanding and implementation of Batho Pele principles Sound knowledge and experience

of relevant ethical, medico-legal and RAF matters, including investigating and providing expert opinions for medico-legal cases. Knowledge of relevant legislation, Policies and Regulations of the Department of Health/ DPSA, including, but not limited to, the National Health Act, PFMA, SCM regulations, Children's Act, Promotion of Access to Information Act, Medical Ethics, Epidemiology & Statistics.

DUTIES

: The incumbent will head the Orthopaedics Department at Grey's Hospital and manage all operational and strategic matters of the Department, as well as coordinate specialist Orthopaedics services within "Area 2". Ensure provision of a cost –effective and high quality Orthopaedic service 24/7 (outpatient, inpatient, operative and peri-operative care) at Grey's Hospital. Formulate and execute annual operational plans, and a medium- to long-term strategy for the Orthopaedics Department, which meets the Department of Health's needs, and develop and manage the Orthopaedics Department in line with the strategy. Develop and implement strategies for meeting APP and other set targets, specifically with regards to ALOS, BUR and bed turnover rates in Orthopaedic wards, mortality and morbidity, waiting times, etc. Ensure clinical governance within the Department, conducting clinical governance activities that are relevant to the needs of the Department, including Morbidity and Mortality meetings on a monthly basis, at least quarterly Clinical Audits, utilization reviews, etc. Good record-keeping, including maintenance of statistics, surgery / theatre data, etc. Adept personnel management, EPMDs, recruitment and retention, labour relations, conflict management Ensure optimal level of skills and competencies of all staff, incl. sessional medical practitioners, in Orthopaedics. Promote and undertake teaching and training (Registrars, Medical Officers, Interns, Nursing personnel, undergraduate students, allied health, etc.), including MMed supervision, formal and informal teaching and training, examinations, course-coordination, academic programmes, etc. Design, implement and evaluate Quality Assurance and Improvement Programmes and Projects as may be required, for example, minimizing waiting times for surgery, reducing bed sore rate, etc. Prudent fiscal and other resource management, including management of Implants budget, adherence to Surgical Implants contracts and SOPs; ensure that all necessary equipment and other medical/ non-medical resources are available and functional in the Department. Effective risk management, including maintaining a risk register for the Orthopaedics Department. Chair and actively participate in relevant committees at Grey's Hospital as may be required, chair at least monthly Orthopaedics Departmental meetings Work as part of a team within the Pietermaritzburg Metropolitan Complex Hospitals, including with the DCSTs and EMS. Oversee and ensure maintenance of outreach/inreach/ virtual support programmes in "Area 2" Maintain close liaison with the Department of Orthopaedics at the Nelson R. Mandela School of Medicine (UKZN) and other relevant academic facilities. Manage/address client complaints which may arise in the Orthopaedics Department. Provide expert opinion to clinicians in the diagnosis, management and treatment of patients. Evaluate patients admissions, diagnosis. Waiting time for surgery/length of stay.

ENQUIRIES

APPLICATIONS

FOR ATTENTION

NOTE

: Dr KB Bilenge Tel No: (033) 8973321
 : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
 : Mrs. M. Chandulal
 : Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website. Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies.hr endorsed certificate of service/work experience. Curriculum Vitae and certified ID copy. Failure to comply with the above instructions will disqualify applicants. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 56/20. 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).Please note that candidates will not be reimbursed for S&T claims for attending interviews.

CLOSING DATE : 11 December 2020

POST 27/205 : **PAEDIATRIC NEUROLOGIST: GRADE 1/2/3 REF NO: HRM 53/2020 (X1 POST)**
Directorate: Medico-Legal Management Unit

SALARY : Grade 1: R1 106 040 - R1 173 900 per annum (All inclusive package)
Grade 2: R1 264 623 – R1 342 230 per annum (All inclusive package)
Grade 3: R1 467 651 – R1 834 890 per annum (All inclusive package)

CENTRE REQUIREMENTS : King Edward VIII Hospital (KEH)
MBCHB or equivalent qualification plus FC Paeds (SA) or equivalent plus Registration with HPCSA as a Specialist Paediatrician plus Current registration with HPCSA as a Medical Specialist in Paediatrics Recommendation: Candidates with recognized paediatrics sub-specialist qualifications in line with current demands are encouraged to apply as this will be recognized as an added advantage during the shortlisting and interview stages, Paediatric neurology sub-speciality qualification would be recognized as an added advantage, Computer Literacy **Grade 1:** None to less than 5 years actual experience as a Specialist after registration with the HPCSA **Grade 2:** 5 years to less than 10 years actual experience as a Specialist after registration with the HPCSA **Grade 3:** 10 years or more experience as a Specialist after registration with HPCSA Other Benefits: medical aid (optional), housing allowance: employee must meet prescribed requirements Knowledge, Skills, Training And Competencies Required: Specialist or sub-specialist medical knowledge, skills and competence in Paediatrics and Child Health, Current health and public service legislation, regulations and policy, Medical ethics, epidemiology, research and statistics, Medical education training and experience, Research publications, research knowledge, skills and competence.

DUTIES : Will cover clinical care, scholarship, professionalism, governance, administration and management and project(s), Participate in the provision of 24 hour in and out patient paediatric clinical care within King Edward III Hospital, Participate in the departmental Outreach program to the catchment area, Assist with the maintenance of standard of care and implementation of quality improvement programs with the department, Assist with the supervision and support of registrars, medical officers, CSO's and interns in the department, Participate in the departmental academic and training programs, Assist with the administration of a component of the Paediatrics component, Participate in the departmental activities for the development and training of undergraduate, post graduate and vocational students, Assist and participate in research activities as defined within the department, assist in setting up paediatric neurology clinic and neurology laboratory.

ENQUIRIES APPLICATIONS : Dr. N. Khuzwayo Tel No: (031) 360 3460

NOTE : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.

CLOSING DATE : This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying
11 December 2020

POST 27/206 : **DEPUTY MANAGER NURSING (LEVEL1 &2) HOSPITAL REF NO: APP/07/2020 (X1 POST)**

SALARY : R843 618 – R949 482 per annum. Other Benefits 13th cheque, 8% Rural Allowance, Medical Aid: Optional, Housing Allowance: employee must meet prescribed requirements.

CENTRE REQUIREMENTS : Appelsbosch Hospital
Basic R425 i.e. Diploma/ Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with SANC 2020 receipt. A minimum of eight (9) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. At least four years of experience referred to above must be appropriate/recognizable experience at management level. Certificate of service endorsed by HR. Proof of previous and current work experience endorsed and stamped by HR.

Recommendations: Degree/Diploma in administration. Valid Driver's licence code EB or C1, Knowledge & Skills: In depth knowledge and understanding of health related Acts, Regulations, Guidelines and other related policies such as: Nursing Act and Regulations, Health Act, code of Ethics, Professional Practice of the South African Nursing Council, Nursing Standards of Practice, Scope of Practice, Occupational Health and Safety Act, Mental Health Act. Knowledge and understanding of legislative framework governing the Public Service including: Skill Development Act, Public Service Regulations, Labour Relations Act, Grievance Procedure, Disciplinary Code and Procedure, Financial Management Act, Good communication skill, Report writing skills, Facilitation skills, Coordination skills. Problem solving skills. Leadership skills. Analytical skills. Negotiation skills. Change management skills. Planning and organizing. Liaison skills. Networking, Interpersonal skills, People management, financial management, Time management, Team player and Strategic planning.

DUTIES : Provide guidance and relationship towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Utilise information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation.

ENQUIRIES : Mr TL Gwele Tel No: 032 294 8000 Ext: 259
APPLICATIONS : The Chief Executive Officer, P/Bag x 215, Ozwathini, 3242
FOR ATTENTION : Human Resource Manager
NOTE : Equity Target: African Male
CLOSING DATE : 11 December 2020

POST 27/207 : **MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 63/20**
 Component – Paediatrics

SALARY : Grade 1: R821 205 per annum
 Grade 2: R938 964 per annum
 Grade 3: R1 089 693 per annum

CENTRE : Greys Hospital
REQUIREMENTS : MBCHB Degree or Equivalent qualification, Plus Current Registration with the Health Professions Council of South Africa as a Medical Practitioner in independent practice, **Grade 1:** Experience: as per minimum requirements for this specialized service. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: as per minimum requirements for this specialized service and 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: as per minimum requirements for this specialized service and 10 years appropriate experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Applicants who are in the last few months of completing Community Service time may apply on the understanding that they can be appointed ONLY after receiving full registration as a Medical Practitioner with the HPCSA. Priority will be applied to incumbent/s that are available immediately to maintain clinical services. Recommendations: Prior clinical care experience in Paediatrics & Child Health will be considered as an advantage at short-listing. Diploma in Child Health (will be an added advantage at short-listing). Knowledge, Skills and Experience: Relevant medical knowledge, with Paediatrics and Child Health focus Specific knowledge of Neonatal & Paediatric conditions Skills and competence at procedures and care in neonates and children Current health

- and public service legislation, regulations and policy Medical ethics, epidemiology and statistics.
- DUTIES** : Will cover clinical care, scholarship, professionalism, clinical governance and administration & management.) Participate in the provision of in- and outpatient clinical care within the Paediatrics on a rotational basis at Grey's, Edendale & Northdale Hospital. Assist with the maintenance of standards of care, clinical governance framework within the department. Assist with the training & development AND supervision & support of CSOs, interns and students in the Department. (For those with requisite experience – Eg. Grade 2 & 3) Participate in the personal and departmental scholarship activities including mandatory attendance of the academic programme Support the departmental activities for the staff development and training of undergraduate, post graduate and vocational students Assist and participate in research activities / projects as defined within the department Assist with the administration and management of the Unit one is allocated to.
- ENQUIRIES** : Mrs K. Moses Tel No: (033) 897 3264 / Mr N. Ngubane Tel No: (033) 897 3035
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
- FOR ATTENTION** : Mr KB Goba
- NOTE** : Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website. Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies.hr endorsed certificate of service/work experience. Curriculum Vitae and certified ID copy. Failure to comply with the above instructions will disqualify applicants. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 56/20. 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).Please note that candidates will not be reimbursed for S&T claims for attending interviews.
- CLOSING DATE** : 11 December 2020
- POST 27/208** : **MEDICAL OFFICER: RADIOLOGY GRADE 1, 2 OR 3 REF NO: PSH 44/20 (X1 POST)**
- SALARY** : Grade 1: R821 205 per annum Plus 22% rural allowance and commuted
Grade 2: R938 964 per annum Plus 22% rural allowance and commuted overtime
Grade 3: R1 089 693 per annum Plus 22% rural allowance and commuted overtime
- CENTRE** : Port Shepstone Regional Hospital
- REQUIREMENTS** : Matric certificate, Degree MBChB degree, certified an appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Current registration card with HPCSA for 2020 / 2021. At least 1 to 2 years' experience in Radiology as a Medical Practitioner after registration with the HPCSA as Medical Practitioner. Basic knowledge in CT scan and Ultrasound reporting. Diploma/ FC Radiology Diagnostics) S.A. (Part 1) would be an advantage. **Grade 1:** Overtime: Nil experience. **Grade 2:** 5 years appropriate experience after registration with HPCSA as MBChB. **Grade 3:** 10 years appropriate experience after registration with HPCSA as MBChB. Attach proof of working experience endorsed by Human Resource Department/Employer. N.B: (Proof of experience detailing experience and / or certificates of service are compulsory and must have complete dates and months, and must be attached to determine experience and grading). Knowledge, Skills and Experience: Sound radiological knowledge within the discipline. Ability to deal with all radiological emergencies. Knowledge of ethical medical practice. Ability to assess, diagnose and manage patient. For Grade 2 and 3 minimum of 3 years clinical experience in the discipline of radiology in a Regional /tertiary hospital.
- DUTIES** : Render radiological duties: Inpatient and Outpatient. Render cost effective medical care, incorporating radiological management and follow-up. Maintain

		radiological records. Train interns and other personnel. Undertake on-going medical education and professional development. Undertake general radiology procedures, reporting of CT, fluoroscopy and ultrasound exams
<u>ENQUIRIES</u>	:	Dr PB Dlamini Tel No: (039) 688 6000 or Dr M Panajatovic Tel No: (039) 688 6147 / 6184
<u>APPLICATIONS</u>	:	Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone, 4240.
<u>FOR ATTENTION</u>	:	Mr. ZM Zulu
<u>NOTE</u>	:	Application form (Z83) and C.V. with certified copies of ID, educational qualifications, HPCSA registration no copies of certified copies will be accepted and must be not more than 6 months certified. Detailed Curriculum vitae. Failure to adhere to the instructions of the advert may disqualify applicants. Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes 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). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.
<u>CLOSING DATE</u>	:	11 December 2020
<u>POST 27/209</u>	:	<u>MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NKAH 20/2020</u>
<u>SALARY</u>	:	Grade 1: R821 205 – R884 670 per annum
	:	Grade 2: R938 964 – R1 026 693 per annum
	:	Grade 3: R1 089 693 – R1 362 366 per annum
	:	Other Benefits: Other Benefits: Fixed Overtime (Conditions apply), 18% in-hospitable allowance.
<u>CENTRE</u>	:	Nkandla District Hospital
<u>REQUIREMENTS</u>	:	Grade 1: Appropriate qualification in the Health Science – MBCHB plus initial registration and current registration with HPCSA as a Medical Practitioner. No experience required from South African qualified applicants. One 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. Grade 2: Appropriate qualification in the Health Science – MBCHB plus 5 years' experience after registration with the HPCSA, plus initial registration and current registration with HPCSA as a Medical Practitioner in respect of South African qualified applicants. Six 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 to perform community service, as required in South Africa. Grade 3: Appropriate qualification in the Health Science – MBCHB plus 10 years' experience after registration with the HPCSA, plus initial registration and current registration with HPCSA as a Medical Practitioner in respect of South African qualified applicants. Eleven years' relevant experience after registration as a Medical Officer 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. Proof of previous and current employment endorsed and signed by Human Resource Department (Certificate of Service). All successful candidates must possess the necessary skills for safe caesarean section and spinal anaesthesia (including managing its complications). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Knowledge, Skills, Attributes and Abilities: Ability to diagnose and manage common medical and surgical conditions, including emergencies at district hospital. Medical ethics, epidemiology and statistics. Ability to work in multidisciplinary team setting. Excellent communication skills and ability to teach and train staff within the team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Ability to function as a part of team and rotate through different departments of the hospital as required. Good communication and human relations. Knowledge of current guidelines for

		management of common conditions including HIV/AIDS, PMTCT and Tuberculosis.
<u>DUTIES</u>	:	Examine, investigate, diagnose and oversee treatment of patients. Maintain accurate and appropriate health records in accordance with the legal / ethical considerations and continuity of patient care. Assessment, investigation and management of patients care in Clinics, Wards and ICU, including after-hour service. Participate in Quality Assurance / Audit and statistics and information acquisition and review. 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 perform duties – functions that fall within the reasonable prescripts of acceptable legislation. Diagnose and evaluate medical condition pre-operatively. Provide support to the head of department and ensure efficient standards of patients care and services are maintained. Ensure the proper and economical use of equipment and other resources. Ability to diagnose, initiate and monitor patients with HIV- AIDS and Tuberculosis using the available departmental guidelines.
<u>ENQUIRIES</u>	:	Dr. BEK Ndjibu (Acting Medical Manager) Tel No: (035) 833 5031
<u>APPLICATIONS</u>	:	Applications should be directed to: The Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855.
<u>FOR ATTENTION</u>	:	Mrs. SG Masikane
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview. African males are encouraged to apply.
<u>CLOSING DATE</u>	:	11 December 2020
<u>POST 27/210</u>	:	<u>MEDICAL OFFICER REF NO: MO O&G/1/2020 (X1 POST)</u> Department: Obstetrics and Gynaecology
<u>SALARY</u>	:	Grade 1: R821 205 per annum (All Inclusive Salary Package) excluding Commuted Overtime Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding Commuted Overtime Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding Commuted Overtime.
<u>CENTRE</u>	:	Inkosi Albert Luthuli Central Hospital
<u>REQUIREMENTS</u>	:	Qualifications: MBCHB. Full current registration with the Health Professions Council of South Africa as a General Medical Practitioner. Completion of Community Service. Postgraduate diploma will be of added advantage. Experience: No experience required. The appointment to Grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years appropriate experience

as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years(6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** 10 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills, Training and Competencies Required: Sound Knowledge Of women's health issues to allow for accurate diagnosis and appropriate management of clinical problems. Ability to deal with all maternity emergencies. Ability to perform minor gynaecological procedures (ectopic and evacuations) and c/ sections. Good decision making, problem solving, leadership and mentoring skills. Good communication skills.

- DUTIES** : Participation in the provision of service in the department of O&G in the Durban Functional Region. Perform after hours duties. Assist with the supervision and support of interns and students in the department. Participate in the departmental academic programme. Provide and ensure community orientated clinical services and support to Primary Health Care Services.
- ENQUIRIES APPLICATIONS** : Dr S Ramphal Tel No: (031) 2602408/ 031-2404675
- : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered.
- CLOSING DATE** : 11 December 2020
- POST 27/211** : **ASSISTANT MANAGER NURSING (SPECIALTY) REF NO: THH 08/2020 (X1 POST)**
- SALARY** : R614 991 – R692 166 per annum. Other Benefits: 13TH Cheque; Medical Aid (Optional); Housing Allowance (Employee must meet the prescribed requirements)
- CENTRE REQUIREMENTS** : TownHill Hospital
- : Highest educational qualification (Matric / Grade 12) or equivalent. Degree / Diploma in General and Psychiatric Nursing .Diploma in Advance Psychiatric Nursing, A minimum of ten (10) years appropriate / recognizable experience in nursing after with SANC in General nursing, At least six (6) years of the period referred to above must be appropriate / recognizable experience after obtaining one (1) year post basic qualification in advance Psychiatric nursing, A minimum of three years of the period referred to above must be appropriate / recognizable experience at Supervisory level, Proof of current registration with SANC, Certificate of service is also required obtainable from your Human

Resource Office. Recommendation: Valid Driver's license. Knowledge, Skills Training And Competencies: Knowledge of nursing prescripts, policies, procedures and protocols, Knowledge and experience of the public service policies service, acts and regulations, Sound management, negotiation, interpersonal relations and disciplinary procedures and basic financial management skills, Good verbal and written communication , problem solving and project management skills, Ability to function well within the team, Basic computer literacy to enhance service delivery, Appropriate understanding of nursing scope and practice and nursing standards, Ability to apply PHC approach in the work environment, Co-ordinate Outreach programmes and liaise with District Mental Health Programme Manager.

DUTIES : Provide guidance and leadership towards the realization of the Institutional strategic and optional goals, Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care within legal framework, Co-ordinate and facilitate the development of quality for all nursing categories within area of supervision, Ensure the implementation of National, Provisional and District Quality Improvement initiatives at Hospital level, Participate in formulation of policies procedures and implementation thereof, Assist in achievement of National Core Standards and Six Priority areas within the Hospital, Control provision of Nursing Care in the area of supervision through allocation and supervision of Human and Financial Resources, Monitor and ensure that all nurses are licensed to practice, Ensure implementation of procedures that maintain effective infection control and Occupational and safety measures in accordance with occupational and safety legislation, carry out regular review and explore opportunities for professional development and ensure training and development of the nursing staff with the zone /area, deal with grievance and labour relation issues in terms of laid down policies, procedures i.e. manage workplace discipline, monitor the implementation of the employee's performance and development system, and deal with identified development needs, ensure security and MHCU's property. The employee will be required to work both day / night duties.

ENQUIRIES : Mr A.M. Ntombela (Nursing Manager) Tel No: (033) 341 5517
APPLICATIONS : To be forwarded to: Mr S.W. Zulu, The Human Resource Manager, Townhill Hospital, Po Box 400, Pietermaritzburg, 3200.

NOTE : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: Short-listed candidates must be available for interviews at a date and time determine by the Government Printing Works. Successful candidates maybe be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful. Note: The Government Printing Works reserves the right to fill or not fill the above-mentioned post. The Department of Health KZN is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

CLOSING DATE : 11 December 2020

POST 27/212 : **OPERATIONAL MANAGER NURSING: SPECIALTY NURSING STREAM PN-B3- ONCOLOGY NURSING SCIENCE REF NO: OPMAN (SPEC NURS) ONCO/2/2020**
 Department: Haematology ward
 Re-advert: candidates who applied before need to reapply

SALARY : R562 800 per annum plus 13th cheque, Housing Allowance: Employee must meet prescribed requirements. Medical Aid: optional

CENTRE : Inkosi Albert Luthuli Central Hospital
REQUIREMENTS : Degree/Diploma in General Nursing (R425 qualification or equivalent) plus 1 year post basic qualification (R212) as required above i.e. Oncology Nursing. Current registration with SANC. A minimum of 9 years appropriate recognizable experience in nursing after registration as a Professional Nurse

with the SANC in General nursing is required. At least 5 years of this period must be appropriate/recognizable experience in Oncology after obtaining the 1-year post- basic qualification in the Oncology Nursing specialty. Knowledge, Skills, Training and Competencies Required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations; displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs and expectations. Demonstrate ability to provide support and guidance within the unit. Basic understanding of HR and Financial policies and practices. Demonstrate working knowledge of the hospital information system to enhance quality in the service delivery. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organize own work, time and that of support personnel to ensure proper nursing care in the unit. Demonstrate high aptitude in working in stressful environment.

DUTIES : Work as part of a multi-disciplinary team to ensure good nursing care. Provide guidance and support in management of Oncology patients. Ensure that all programs related oncology and palliative care are implemented. Ensure cost - effective, equitable and efficient high quality patient care. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the legislative framework and National Core Standards. Ensures compliance with ideal hospitals outputs and Office of Health Standard Compliance. Perform duties within the ambits of legal framework as required by the profession. Ensure compliance to professional and ethical practice. Work effectively and amicably at supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Perform duties as delegated by the supervisor and relief duties of the Assistant Manager-Nursing's office as requested.

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

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T Claims. It is the applicant's responsibility to have ta foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered

CLOSING DATE : 11 December 2020

POST 27/213 : **ASSISTANT MANAGER NURSING (PLANNING, MONITORING AND EVALUATION) REF NO: APP/ 08/2020 (X1 POST)**

SALARY : R562 800 per annum. Other Benefits 13th cheque, 8% Rural Allowance, Medical Aid: Optional, Housing Allowance: employee must meet prescribed requirements.

CENTRE : Appelsbosch Hospital and PHC facilities in UMshwati sub-district

REQUIREMENTS : Diploma/ Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with SANC 2020 receipt. A minimum of eight (8) years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. At least three years of experience referred to above must be appropriate/recognizable experience at management level. Certificate of service endorsed by HR. Proof of previous and current work experience endorsed and stamped by HR. Recommendations: Planning, Monitoring and Evaluation experience in a Health Care environment will be an added advantage Valid Driver's licence code EB or C1, Computer literacy: All relevant software applications. Computer certificate must be attached to the application. Knowledge & Skills: Knowledge of the legislative, policy and Monitoring & Evaluation Framework informing health service delivery. Knowledge of hospital quality assurance and infection prevention and control practices. Knowledge of hospital functions and operations. Understanding HR Policies and practices and staff relations. Ability to critically analyse complex information and to interpret that in relation to performance, health outcomes relevant to institution, and performance reports. Strong leadership. Planning and organizational skills. Advanced Project Management skills. Financial Management skills. Decision making skills. Ability to work independently and under pressure. Problem solving. High level of communication skills, both written and verbal. Computer skills. Human Resource Management Skills. Analytical skills and the ability to capture concise reports. Advanced facilitation skills to manage consultation.

DUTIES : Administer an evidence results-based monitoring and evaluation system in the Institution as well as all PHC feeder facilities in UMshwathi sub-District (Mobile & Fixed) within the Provincial M&E Framework and monitor research activities in the sub-district. Analyse data obtained from the source and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed performance and other reports. Ensure that Institutional Plans are in place and aligned with the District Health Plan. Ensure planning, M&E supports to all departments in the Institution as well as PHC feeder facilities (Fixed and mobile). Compile all performance reports and update profile for the sub district and make presentations thereof to all stakeholders and oversight/governance structures i.e. DHMT, institutional Managers forum, hospital board, Legislature etc. Participate actively in all intergovernmental/ inter-sectoral forums within the sub-District i.e. Operation Sukuma Sakhe, Local Aids Council etc. Ensure the efficient and effective utilization of resources allocated to the component, inclusive of the development of staff. Ensure that quality control systems and plans are in place for use during inspection and auditing and to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws. Facilitate establishment of clinical governance structures in the sub - district and establish sustainable system of compliance to NCS, IHRM and ICRM. Ensure that quality control systems and plans are in place for use during inspection and auditing and to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws. Participate actively in all the engagements with all stakeholders both internal and external to the department and sub district. Establish an effective M & E framework for UMshwathi Sub- District including the establishment of M & E forum. Establish and strengthen data management systems for the sub-district.

ENQUIRIES : Mr. TL Gwele Tel No: (032) 294 8000 Ext: 259
APPLICATIONS : Should be forwarded to: The Chief Executive Officer, P/Bag x 215 Ozwathini, 3242.

FOR ATTENTION : Human Resource Manager

NOTE : Equity Target: African Male

CLOSING DATE : 11 December 2020

POST 27/214 : **OPERATIONAL MANAGER (PHC) GRADE 1 REF NO: APP/10/2020**

SALARY : R562 800 - R633 432 per annum. Benefits: 13TH Cheque, medical aid (optional) and 8% rural allowance.

CENTRE : Gateway Clinic under Appelsbosch hospital

REQUIREMENTS : Grade 12 (Senior Certificate) Degree/Diploma in General Nursing and Midwifery. A post basic qualification with a duration of (01) year accredited with SANC in Clinical Nurse Science, Assessment, Diagnosis, Treatment and Care

(PHC).Proof of current registration with SANC (2020 receipt).Experience: A minimum of 09 years appropriate/ recognizable experience after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Proof of previous and current work experience endorsed and stamped by Human resource department (Certificate of service) Recommendations: valid Code8 or 10 driver's license. Proof of computer literacy Knowledge, Skills: Ability to interact with diverse stakeholders and health care users and givers. Training And Good verbal, writing and communication skills. Facilitation and coordination Competences skills. Problem solving skills. Knowledge of SANC Rules and Regulations Ability to plan, organize and manage conflicts. Basic financial management skills knowledge of human resource management personal Attitude, Responsive, professionalism, Supportive, Assertive and Team player role leadership and supervisory skills.

DUTIES : Planning, organizing and monitoring of objective of the facility. Manage all resources within the unit effectively and efficiently to ensure optimum service. Ability to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care. Monitor provision of quality comprehensive service delivery at emergency room. Participate actively in Operation Sukuma Sakhe programme. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, community and multidisciplinary team. Monitor safe patient service and improve client satisfaction. Participate in the attainment of National Core Standards. Contribute to the realization of Ideal Clinic (ICRM) status. Participate in the analysis and formulation of nursing policies and procedures. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate an understanding of Human Resource and Financial Management Policies and procedures. Monitor and evaluate the care and management of all patients through clinical audits Ability to supervise Medical and surgical emergencies and refer appropriately. Supervise and Monitor implementation of PHC Re-Engineering Monitor implementation and performance on indicators on daily, weekly and monthly basis, provide feedback to management, analyze data and draw up quality improvement plan and implementation plan. Exercise control of discipline and any other labour related Issues in terms of laid down procedures. Ensure complaint management is functional in the clinic Ensure functionality of the clinic committee programme so that community involvement and participation is achieved Conduct Clinic Open days Monitor and evaluate HR performance through EPMDs for all relevant staff.

ENQUIRIES : Mrs. GMP Sokhela Tel No: (032) 2948000 ext. 261
APPLICATIONS : Should be forwarded to: Appelsbosch Hospital, P/Bag x 215, Ozwathini, 3242.
FOR ATTENTION : Human Resource Manager
NOTE : Equity Target: African Male
CLOSING DATE : 11 December 2020

POST 27/215 : **CLINICAL PSYCHOLOGIST: GRADE 1 REF NO: HRM 52/2020 (X1 POST)**
 Directorate: Medico-Legal Management Unit
 Re-advert: Those who applied previously need to re-apply

SALARY : Grade 1: R545 796 – R605 751 per annum. Other Benefits: medical aid (optional), housing allowance: employee must meet prescribed requirements

CENTRE : King Edward VIII Hospital (KEH)
REQUIREMENTS : Appropriate qualification as a Psychologist plus Registration with HPCSA as a Clinical Psychologist Recommendation: Experience in working with children with disabilities would be an added advantage, Computer Literacy Knowledge, Skills, Training And Competencies Required: Sound knowledge of clinical psychologist's diagnostic assessment and treatment procedures, Good communication skills, Leadership, supervisory skills and management skills, Sound planning and administrative skills.

DUTIES : Provide psychology services to inpatients and outpatients in King Edward VIII Hospital, To administer, interpret and write reports on psychometric assessments, To provide individual and group therapy to patients referred to that department, To provide supervision to intern psychologist placed at the hospital, To participate and contribute to the community mental health activities conducted by the hospital, Liaise and cooperate with external stakeholders and other disciplines regarding clinical psychology services provision.

ENQUIRIES APPLICATIONS : Dr. N. Khuzwayo Tel No: (031) 360 3460
 : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

CLOSING DATE : 11 December 2020

POST 27/216 : **OPERATIONAL MANAGER (GENERAL STRAM) GRADE 1 REF NO: APP/09/2020**

SALARY : R444 276 per annum. Benefits: 13TH Cheque, medical aid (optional) and 8% rural allowance.

CENTRE : Appelsbosch hospital

REQUIREMENTS : Grade 12 (Senior Certificate) Degree/Diploma in General Nursing and Midwifery. Proof of current registration with SANC (2020 receipt). Experience: A minimum of 07 years appropriate/ recognizable experience 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 (Certificate of service) Recommendations: Diploma/degree in nursing Management Knowledge, Skills: Knowledge and insight into nursing processes and procedures. Nursing status and other relevant Public Service Acts. Training and Good verbal, writing and communication skills. Facilitation and coordination Competences skills. Problem solving skills. Knowledge of SANC Rules and Regulations Ability to plan, organize and manage conflicts. Decision making & problem solving skills. Knowledge of human resource management personal Attitude, Responsive, professionalism, Supportive, Assertive and Team player role leadership and supervisory skills.

DUTIES : Ensure adequate supervision of staff and provision of quality patient care in efficient and cost effective manner. Manage and supervise effective and efficiently utilization of resources. Ensure effective implementation of infection control and prevention practices by all staff including support services. Supervise implementation of health care delivery policies, procedures clinical guidelines, protocols operational and strategies. Plans aimed at improving service delivery. Facilitate and ensure the implementation of Departmental priorities and National Core standards. Monitor and evaluate the care and management of all patients. Ensure the keeping of accurate and complete patient's records. Demonstrate a concern for patients promoting and advocating a proper treatment and care. Monitor and evaluate staff performance (EPMDS). Ensure effective data management. Ensure ethics and professionalism is maintained. Demonstrate effective communication with staff, patients and multidisciplinary team. Exercise control over discipline grievance and all labour related issues. Develop/ establish and maintain constructive working relationship with nursing and other stakeholders.

ENQUIRIES APPLICATIONS FOR ATTENTION : Mrs. MP Sokhela Tel No: (032) 2948000
 : Should be forwarded to: Appelsbosch Hospital, P/Bag x 215, Ozwathini, 3242.
 : Human Resource Manager

NOTE : Equity Target: African Male

CLOSING DATE : 11 December 2020

POST 27/217 : **CLINICAL PROGRAMME COORDINATOR: (HAST) REF NO: KDHC 28/2020 (X1 POST)**
Component: Nursing

SALARY : R444 276 per annum plus benefits and 13th Cheque and Medical Aid optional.
Housing allowance to meet prescribed requirements

CENTRE : King Dinuzulu Hospital Complex

REQUIREMENTS : Senior Certificate (Grade12) or Matric certificate. Diploma/Degree in Nursing Science and a diploma in midwifery. Current registration with SANC as a Professional Nurse (2020 SANC Receipt). Minimum of 7 years appropriate / recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Proof of work experience (Certificate of Service) endorsed by Human Resource Department. Recommendations: Valid code 08 driver's license. Computer literacy. NIMART Certificate. Dispensing Certificate. Experience in HAST programs. Knowledge, Skills And Competences: Knowledge of nursing statutes and relevant legal framework: Nursing Act, Occupational Health & Safety Act, Patient's Rights Charter, Batho Pele Principles, Public Service Regulations, Labour relations Act, Disciplinary Codes and Procedures, Grievance Procedure. Knowledge of Human Resource Policies. Leadership, Organizing, Planning, decision making and problem solving abilities. Good communication, interpersonal relations, problem solving, conflict management skills. People management and financial management skills. Project management skills. Computer literacy with proficiency in MS Office Software applications.

DUTIES : Facilitate and oversee the development of HAST Operational/Business plans to give guidelines on TB/HIV Programme. Ensure implementation of activities aimed at integrating HIV/AIDS, TB Prevention, treatment, Care and STI Programmes in line with District Health Plan Maintain Norms and Standards of clinical practice to promote the health status of health care users. Monitor monthly, quarterly and annual reporting of HAST indicators and implement Quality Improvement Plans. Manage and utilize resources in accordance with relevant directives and legislation. Utilise information technology (IT) and other management information systems to manage information for the enhancement of service delivery. Participate in promotion of HAST Open days and convey health messages and support health programmes operations. Ensure effective and efficient utilization of human, financial and material resources. Co-ordination of the provision of effective training, research and provision of effective support to the facility. Maintain constructive working relationships with the multi-disciplinary team.

ENQUIRIES : Dr Z F Dlamini, Nursing Manager Tel No: (031) 242 6028/6031

APPLICATIONS : All applications must be forwarded to: Human Resource Registry Department, King Dinuzulu Hospital Complex, P.O. Dormer ton 4015.

FOR ATTENTION : Mr L.Eaton, Human Resource Registry Tel No: (031) 242 6114

NOTE : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any government Department OR from the website – www.kznhealth.gov.za. Certified copies of identity document, highest educational qualifications and Professional Registration – not copies of certified copies. Curriculum Vitae. Certified copies of certificate of service. The Circular Minute Number must be indicated in the column provided on the form Z83, e.g. Circular Minute Number KDHC 20/2019. NB: Failure to comply with the above instructions will disqualify applicants. Preference will firstly be given to currently employed Public Service Employees, before considering Non-Public Servants. Please note that due to the large number of applications received, applications will not be acknowledged. Should you not receive a response after six weeks from closing date of the advert, consider your application as unsuccessful. (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).

CLOSING DATE : 28 December 2020

<u>POST 27/218</u>	:	<u>PROFESSIONAL NURSE SPECIALITY: GRADE 1/2 REF NO: HRM 54/2020 (X4 POSTS)</u> Directorate: Orthopaedics
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum Grade 2: R471 333 – R579 691 per annum basic qualification in the relevant specialty. Other Benefits: Medical Aid (Optional), Housing Allowance: Employee Must Meet Prescribed Requirements
<u>CENTRE REQUIREMENTS</u>	:	King Edward VIII Hospital (KEH) Matric/Senior Certificate, Degree/Diploma in General Nursing and Midwifery, Registration with S.A.N.C. as a General Nurse and/or Midwife or Accoucher, One year Post registration Degree/Diploma in orthopedic Nursing science plus 4 years appropriate/recognizable registration experience as a General Nurse, Proof of current registration with SANC, Certificate of service Recommendation; Computer Literacy Knowledge, Skills, Training And Competencies Required: Knowledge of Public Service Policies, Act and Regulations, Knowledge of SANC rules and regulations, Knowledge of Nursing care processes and procedures, Nursing statutes and other relevant legal framework, Good communication skills –verbal and written, leadership, interpersonal problem solving, conflict, Management, decision making, co-ordination and negotiation skills, Knowledge and experience in implementation of Batho Pele Principles and Patient right charter, code of conduct and labour relations, National core standards and Ideal hospital. Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. Grade 2: A Minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one year post.
<u>DUTIES</u>	:	To execute duties and functions with proficiency within prescript of applicable legislation, Provision of quality patient care through set of standard, clinical guidelines, policies and procedures, To enhance service delivery through implementation of national core standard and national department of health quality improvement initiatives, Provide a safe therapeutic environment as laid down by the legislation, Maintain accurate and complete patient records according to legal requirement, Exercise control over disciple, grievance and labor relations issues, Cost effective utilization of all resources e.g. Human, Financial, material etc, Assist in orientation, induction and mentoring of all nursing staff, Assist with supervision of staff on both day and night, Any other duties allocated by operational Manager/Assistant Nursing Manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. R.M. Abboo Tel No: (031) 360 3889 All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying
<u>CLOSING DATE</u>	:	11 December 2020

POST 27/219 : **PROFESSIONAL NURSE-SPECIALTY (PAEDIATRICS) REF NO: WWH03/2020 (X2 POSTS)**

SALARY : Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum

CENTRE REQUIREMENTS : Wentworth Hospital
Grade 12 certificate or equivalent. Diploma in General Nursing and Midwifery. 1 year post basic qualification in Child Science. Proof of current registration with South African Nursing Council (SANC Receipt 2020). Proof of current and previous experience endorsed and stamped by Human Resources (Certificate of service) must be attached. **Grade 1:** Minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with South African Nursing Council (SANC) in General Nursing. **Grade 2:** Minimum of 14 years appropriate /recognizable experience in nursing after registration as a Professional Nurse with South African Nursing (SANC) in General Nursing. At least 10 years of the period referred to the above must be appropriate/ recognizable experience in the specific specialty after obtaining the one year post basic qualification in paediatrics. Sound knowledge of Child Care Act. Sound knowledge of nursing care. Sound knowledge of nursing care delivery approaches. Formulation of mission and objectives of the unit. A sound knowledge of the Provincial Health Act of 2000, the Nursing Act, Occupational health and Safety Act of 1995.

DUTIES : Provide and manage all resources within the unit costs effectively and ensure optimal service delivery. Participate in the analysis, formulation and monitoring of objective policies and procedures including quality improvements programs. Participate in staff developments using EPMDS and other work-related programs and training. Maintain professional growth, ethical standards through the code of conduct of Public Service and Professional body. Provide direct and indirect supervision of all nursing and to give guidance. Assist in orientation, induction and monitoring of all nursing staff. Demonstrate effective communication within patients, supervisors, multi-disciplinary team and other clinicians, including report writing when required and patient's records. Provide comprehensive holistic specialized quality nursing care to patients as a member of the multidisciplinary team according to the identified needs within the professional legal framework. Provide support to nursing service by assistant with relief duties of the supervisors acting as junior shift leader on both day and night duty as required. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty. Encourage and support child survival programs e.g. IMCI, PMTCT, EPI, KMC. Assist Operational Managers by participating in NCS programs.

ENQUIRIES APPLICATIONS : Mrs. B. N. Mkhwanazi Tel No: 031 460 5003
Applications to be forwarded to: The Human Resource Department, Wentworth Hospital, Private Bag, Jacobs, 4026 OR Hand deliver to Wentworth Hospital, 1 Boston Road, Management Boardroom.

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

CLOSING DATE : 11 December 2020

POST 27/220 : **OCCUPATIONAL HEALTH NURSE REF NO: EPH 05/2020**
Cluster: KZN Department of Health

SALARY : R383 226 – R444 276 per annum. 13th Cheque Medical aid (optional) Housing allowance (employee must meet prescribed requirements)

CENTRE : Ekuhlengeni Psychiatric Hospital

REQUIREMENTS : Matric /Grade 12, Diploma/Degree in General Nurse or equivalent Qualification that allows for registration with SANC as a Professional Nurse: PLUS Registration Certificate with South African Nursing Council as General Nurse and Occupational Health Nurse, Current Registration (2018) with the SANC as a General and Occupational Health Nurse, One year post basic qualification in Occupational Health Nurse, A minimum of four (4) years appropriate /recognizable experience in nursing after registration as Professional Nurse with SANC in General nursing. And a valid code EB Driver's license (code 08) NB: Certificate of service from previous employer is compulsory; please include verification of employment from current employer, which must be endorsed by Human Resource Management.

DUTIES : Co – ordinate HIV, AIDS and TB Management (Hast) Sub – programme in context of prevention, treatment care and support for personnel. Work as part of multidisciplinary team to ensure quality of care, including working cooperatively with all employees of diverse social, religious and cultural backgrounds no the development of orientation and induction programme. Champion, promote and advocate proper treatment and care, including employee health and Wellness campaigns so as to respond to the need of employee. Conduct disease profiles amongst the employees and develop quality improvement plan, policies and procedures and sure timeous implementation. Co – ordinate health lifestyle promotion, medical surveillance (baseline, periodical and exit) and occupational health programmes. Conduct occupational health audits in line with the Occupational Health and Safety Act 85 of 1993 and relevant legislation and protocols. Co – ordinate establishment of multi-disciplinary HIV, AIDS, TB, Health and productivity. Management of Sub – Committee as a platform for reflecting on the employee health and wellness issues. Maintain accurate staff records, identity and investigate occupational health diseases and compile statistics and submit report to the management and district office. Develop occupational health business plan in line with institutional plans, manage, plan monitor, evaluate and review the utilization of resource as an acting employee health and wellness programme coordinator / manager. Any other duties allocated by supervisor.

ENQUIRIES : Ms. GP. Cele 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, 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. NB: Preference will be given African Male.
11 December 2020

CLOSING DATE

:

POST 27/221

:

PROFESSIONAL NURSE: PAEDIATRICS (SPECIALTY NURSING STREAM) REF NO: PN: PAEDIATRICS (SPEC NURS STREAM) /2/2020 (X1 POSTS)

Department: Nursing Department

SALARY

:

Grade 1: R383 226 per annum plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional
Grade 2: R471 333 per annum, 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional

CENTRE REQUIREMENTS

:

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

DUTIES

:

Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH. Provision of nursing care in Paediatric areas. Participate in the implementation of priority programs that promote positive outcomes in paediatric patients. Internal rotation of staff within the relevant specialty will be exercised according to patients need. The incumbent will also be expected to do night duty. Participate in quality improvement projects that will improve the patient-care outcomes. Act as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area.

ENQUIRIES APPLICATIONS

:

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

NOTE

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An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be

No Payment Of S&T Claims. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered

- CLOSING DATE** : 11 December 2020
- POST 27/222** : **CHIEF ARTISAN GRADE A REF NO: GS 64/20**
Component – Maintenance
- SALARY** : R386 487 per annum. Other Benefits 13th Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements
- CENTRE** : Greys Hospital
- REQUIREMENTS** : Grade 12 or equivalent Proof of completion of an Electrical/Mechanical Apprenticeship and recognized Trade Test (Under the Manpower training act 1981) Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. Valid Driver's License Proof of working experience endorsed by Human resource Department.
- DUTIES** : Knowledge, Skills, Training and Competence Required Knowledge of Occupational Health and Safety Act. Ability to read schematic drawings. Project management, technical design and analysis knowledge. Knowledge of computer-aided technical applications and knowledge of legal compliance. Technical report writing, technical consulting and production, process knowledge and skills Knowledge of electrical/mechanical fault finding. Knowledge of standby generator plant and oil fired boilers. Knowledge of electronics, UPS systems, HVAC system and three phase motor control system. Problem solving, analysis and decision making. Team work, creativity and change management. Financial management, customer focus and responsiveness. Communication, planning and organizing skills. Computer literacy in MS Word and Excel applications. Punctual working under pressure. Must be able to compile reports.
- DUITES** : Ensure that routine day-to-day maintenance is carried out on all Buildings, Plant and Machinery. Supervise the maintenance staff including the gardens and grounds staff, including the programming of maintenance staff rosters and upkeep all log books as required by the Occupational Health and Safety Act. Ensure that all rosters for maintenance staff on-call are maintained and duly distributed timeously. Ensure that proper training is given to subordinates in carrying out maintenance under his control. Attend and assist with the selection, interviewing and recommendation of suitable candidates for appointment in the maintenance division. Deal with personnel welfare and handle complaints from the maintenance division at his level of his position. Check, assess and report on the work performance of subordinates in terms of EPMS on an ongoing basis, including the facilitation of regular meetings with maintenance staff. Organize and implement planned work of the maintenance sub-component at the institution including temporary re-allocation of duties and training and development. Check, examine and annotate the attendance register on daily basis to ensure that it is submitted to Human Resource Practices for scrutiny on monthly basis. Prepare briefs, schedule of work to be done and plan for contractual works to assist in the drafting of tenders, including inspection of contractual works performed by contractors. Check the annual maintenance work programme schedule and compile the maintenance and works budget. Manage ordering of bulk services such as electricity, oil and such materials to ensure the timely ordering of materials. Render fiscal control over maintenance budget ensuring that all maintenance expenditure is approved. Ensure that job cards are issued and managed in accordance with the maintenance procedure. Ensure that job card control registers are completed correctly in work situation to meet urgent demands. Ensure that job cards are fully completed, duly signed and forwarded to the Equipment Office according to the prescribed procedures. Conduct regular maintenance inspections in the institutional plant and buildings and relevant contractual works, including annotation of registers for Emergency Gen Sets, Medical Gas Plants, Autoclaves, etc. Ensure that spot checks are carried out on essential equipment such as fire-protection equipment, electrical appliances, kitchen equipment and laundry equipment and that these items are inspected thoroughly on a monthly basis. Ensure that notice boards are annotated daily and liaise with managers and supervisors on all maintenance matters as requested to ensure the smooth running of the institution in terms of the

		Occupational Health and Safety Act. Attend management, engineering and works meetings relevant to maintenance under his control.
<u>ENQUIRIES</u>	:	Mr E Madiba Tel No: (033) 897 3316
<u>APPLICATIONS</u>	:	To be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200.
<u>FOR ATTENTION</u>	:	Mr KB Goba
<u>NOTE</u>	:	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 64/20. 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.
<u>CLOSING DATE</u>	:	11 December 2020
<u>POST 27/223</u>	:	<u>CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: SHAK 01/2020 (X1 POST)</u> Component: Shakaskraal Clinic
<u>SALARY</u>	:	Grade 1: R383 226 per annum Plus 8% rural allowance Grade 2: R471 333 per annum Plus 8% rural allowance Benefits: 13 th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)
<u>CENTRE</u>	:	ILembe Health District Office
<u>REQUIREMENTS</u>	:	Grade1: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC).A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Grade 2: Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC),Current registration with SANC as General Nurse and Midwifery, plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC).A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years must be appropriate/recognizable PHC experience after obtaining a one year basic qualification in Primary Health Care. Knowledge, skills and competencies: Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills, Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skill, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies. NB: Proof of previous and current work experience endorsed and stamped by HR Office must be attached.
<u>DUTIES</u>	:	Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping of basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to

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

**ENQUIRIES
APPLICATIONS**

: Mrs. R Bhagwandin (PHC Supervisor) Tel No: (032) 4373600
 : Please forward applications for the attention of: The District Director: Human Resource Management Services, Ilembe Health District Office, Private Bag X10620, KwaDukuza, 4450 OR Hand delivered to: 1 on 1 King Shaka Street, King Shaka Centre, KwaDukuza, 4450

NOTE

: Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DARN 02/2020. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. 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. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s) 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

: 31 December 2020

POST 27/224

: **CLINICAL NURSE PRACTITIONER (PHC STREAM) REF NO: DARN 03/2020 (X1 POST)**
 Component: Darnall Clinic

SALARY

: Grade 1: R383 226 per annum Plus 8% rural allowance
 Grade 2: R471 333 per annum Plus 8% rural allowance
 Benefits: 13th Cheque, home owner's allowance, and Medical aid optional (Employee must meet prescribed conditions)

**CENTRE
REQUIREMENTS**

: Ilembe Health District Office
 : **Grade1:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate), Degree/Diploma in Nursing Science and Midwifery Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus; Current registration with SANC as General Nurse with Midwifery plus Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 4 years appropriate/ recognizable

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

DUTIES

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

**ENQUIRIES
APPLICATIONS**

: Mrs. R Bhagwandin (PHC Supervisor) Tel No: (032)4373600
 : Please forward applications for the attention of: The District Director: Human Resource Management Services, Ilembe Health District Office, Private Bag X10620 KwaDukuza 4450 OR Hand delivered to: 1 on 1 King Shaka Street, King Shaka Centre, KwaDukuza, 4450

NOTE

: Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DARN 02/2020.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post

Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. 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. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s) 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** : 31 December 2020
- POST 27/225** : **PROFESSIONAL NURSE: OCCUPATIONAL HEALTH AND WELLNESS (SPECIALTY NURSING STREAM) REF NO: PN: OCC.HEALTH (SPEC NURS STREAM) /1/2020 (X1 POST)**
Department: Occupational Health Department
- SALARY** : Grade 1: R383 226 per annum plus 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional
Grade 2: R471 333 per annum, 13th cheque: Housing Allowance-Employee to meet prescribed requirements: Medical Aid: optional
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
Degree/ Diploma in General Nursing and 1 year post basic qualification in Occupational health Nursing. Current registration with SANC as General Nurse and relevant specialty. A minimum of 4 years appropriate/recognizable post registration experience as a General Nurse. Experience **Grade 1:** A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. Experience **Grade 2:** A minimum of 14 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific Specialty after obtaining the 1 year post basic qualification in the relevant specialty. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of all legislations and related legal and ethical practices related to Occupational Health and Staff Wellness. In-depth knowledge guidelines related to occupational health within the organization. Develop occupational health policies and standard operating procedures. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports and presentation at various management committees. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure effective and efficient services.
- DUTIES** : Perform a quality comprehensive clinical care as stipulated by various legislative requirements. Perform practice in accordance with the scope of practice and standards as determined by IALCH. Provision of health care; assessments; medical surveillance to the employees as stipulated by Occupational Health and safety act. Ensure that necessary information reaches department of labour as required. Participate in the implementation of priority programs that promote positive outcomes for employees at IALCH. Provide in-service training within the department.
- ENQUIRIES APPLICATIONS** : Ms.ET Mkhize Tel No: (031) 240 1080
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities

should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered.

<u>CLOSING DATE</u>	:	11 December 2020
<u>POST 27/226</u>	:	<u>CLINICAL NURSE PRACTITIONER (PHC) REF NO: NKAH 21/2020 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum Grade 2: R471 330 – R579 696 per annum Other Benefits: 13th Cheque, Medical Aid, (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% Rural Allowance
<u>CENTRE</u>	:	Thalaneni Clinic Vumanhlamvu Clinic
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12). Degree/National Diploma in nursing that allows registration with the SANC as a Professional Nurse and Midwifery. A post-basic nursing qualification, with a duration of at least 1(one) year accredited with SANC in Clinical Nursing Science, Health Assessment, Treatment and Care). Current SANC receipt (2020). Proof of current and previous work experience endorsed and stamped by Human Resource Department i.e. (Certificate of Service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Grade 1: A minimum of four (4) years appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of fourteen (14) years appropriate/recognizable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate/recognizable after obtaining one (01) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care Knowledge, Skills, Attributes And Abilities Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies appropriate understanding of nursing scope of practice and nursing standards as determined by Primary Health Care. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organising, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving, disciplinary and co-ordination skills.
<u>DUTIES</u>	:	Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Provide quality comprehensive community health care. Provide educational Services. Evaluate and follow-up patients during clinic visits. Initiate treatment, implementation of programmes and evaluations of patient's clinical conditions. Promote scientific quality nursing care. Administrate and control medication. Responsible for individual consultation sections and identification of community needs. Render ANC Services and conduct deliveries.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. SJ Nguse Tel No: (035) 833 5047 Applications should be directed to: The Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855.
<u>FOR ATTENTION</u>	:	Mrs. SG Masikane

- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview. African males are encouraged to apply.
- CLOSING DATE** : 11 December 2020
- POST 27/227** : **ASSISTANT DIRECTOR: FINANCE REF NO: APP/ 11/2020 (X1 POST)**
- SALARY** : R376 596 – R454 920 per annum
- CENTRE** : Appelsbosch Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12) Degree/National Diploma in Financial Management or equivalent qualification. A minimum of 3 to 4 years' supervisory experience in financial field. Proof of previous and current work experience endorsed and stamped by Human Resource Office. Certificate of service must be attached. Recommendations: Valid Driver's licence code EB or C1, Computer literacy: Ms Office Package. Experience in hospital environment. Knowledge & Skills: Knowledge of PFMA and Treasury Regulations, Management and organizational skills. Sound communication and supervisory skills. Knowledge of current Health and Public Service Legislation, regulations and policies including medical ethics, epidemiology and statistics. Computer Literacy Ability to develop policies Sound negotiation, planning, organizing, decision making and conflict management skills. Financial management. Possess knowledge of human resource management policies Knowledge of Persal system. Extensive knowledge of BAS.
- DUTIES** : 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 mechanisms that minimize financial risk. Manage overall supply chain operation including the purchasing and inventory of all materials. Compile and present regular report to the Hospital Management on expenditure, financial projections and any variations from budget and prepare detailed budget report for the approval of Chief Financial Officer (CFO). Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Ensure implementation of the total quality management framework and compliance to National Core Standards. Coordinate, review, analyses and quality assure the financial supporting information for planning purposes. Supervise staff i.e. assist staff in compiling EPMDS documents, training, discipline and management of grievances in the component. Manage functionality of all finance and SCM component (Budget, Expenditure, Revenue, Assets and Stores). Ensure clearance of suspense account and proper debt management. Ensure proper voucher control and payroll certification. Conduct analysis on expenditure trends and do budget estimates and link with service delivery outcomes.
- ENQUIRIES** : Mr TL Gwele Tel No: (032) 294 8000 Ext: 259

APPLICATIONS : Should Be Forwarded To: The Chief Executive Officer, P/Bag x 215 Ozwathini,
3242.
FOR ATTENTION : Human Resource Manager
NOTE : Equity Target: African Male
CLOSING DATE : 11 December 2020