

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

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

- APPLICATIONS** : Should be sent by post for the attention of: Mr. P.B.V. Ngidi, The Directorate: Human Resource Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, Office No. 203A, 228 Pietermaritz Street, Pietermaritzburg, 3200
- CLOSING DATE** : 11 January 2021
- NOTE** : Applications must be submitted on Form Z83, obtainable from any Public Service Department. **NB:** Applicants must ensure that they fully complete and sign Form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. Applications must in all cases be accompanied by a recently updated comprehensive CV, originally certified copies of all qualifications, proof of registration (if applicable) and RSA ID document, as well as a valid driver's license. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. Failure to comply with the above directives will result in the application not being considered. Faxed and e-mailed copies of applications will not be considered. Please note: Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. The filling of the post will be done in terms of the Department's approved Employment Equity Plan Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of employment. The requirements for the appointment at Senior Management Services level will be the completion of the Senior Management Pre- entry programme as endorsed by the National School of Government. Applicants should thereof have a proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link:<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, in addition all SMS posts is subject to a positive security clearance, verification of educational qualifications and the signing of performance agreements. All shortlisted candidates will be subject to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the Selection Committee will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of Competency Based Assessments). The Competency Based Assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Please note that all these posts are being re-advertised interested applicants are encouraged to re-apply except. The Posts of Chief Director: Financial Services (Ref No: Doe/98/2020) and Director: Public Participation (Ref No: Doe/101/2020) and Chief Exams and Assessment (Ref No: Doe/100/2020)

MANAGEMENT ECHELON

- POST 28/183** : **CHIEF DIRECTOR: DISTRICT OPERATIONAL MANAGEMENT REF NO: DOE/96/2020**
- SALARY** : R1 251 183 per annum (Level 14) (All-inclusive package to be structured in line with rules for SMS).
- CENTRE** : Head Office, Pietermaritzburg
- REQUIREMENTS** : An appropriate Bachelor's degree or equivalent qualification at (NQF Level 7) coupled with a minimum of five (5) years' experience at senior managerial (SMS) level. Competencies: Knowledge of the PFMA, Public Service Act, Employment of Educator's Act, South African Schools Act and any other legal prescripts and

legislation relevant to the education sector, Good presentation skills, Analytical thinking, Research and Report Writing skills, Financial Management, Policy on the organization, roles and responsibilities of education district, guidelines on District standards routine operations fundamentals, Presidential District development model and Project Management. Computer Literacy (MS Word, Excel, Access, PowerPoint, etc.) Communication (verbal and written) and Interpersonal skills. A valid driver's license.

DUTIES : Provide strategic leadership, administration, management and governance support to Education Districts and all institutions therein. Manage and maintain high performance standards for the Districts. Ensure the establishment and maintenance of accountability systems in Districts and Circuits in support of curriculum delivery/assessment and achievement of effective teaching and learning in all schools. Provision of equal education opportunities and access to education. Management and promotion of School Functionality through plans such as District management plans and Improvement, Academic and Intervention Plans. Support the implementation of the Quality Learning and Teaching Campaign (QLTC) and the Transformation of the Schooling System. Exercise Financial Management as Responsibility Manager. Maintain a co-operative working relationship with other Chief Directorates and Branches of the Department as well as stakeholders.

ENQUIRIES : Mr. A.B. Zwane Tel No: (033) 846 5126/7

POST 28/184 : **CHIEF DIRECTOR: RURAL AND INCLUSIVE EDUCATION REF NO: DOE/97/2020**

SALARY : R1 251 183 per annum. (Level 14) (All-inclusive package to be structured in line with rules for SMS).

CENTRE : Head Office, Pietermaritzburg

REQUIREMENTS : An appropriate Bachelor's degree or equivalent qualification at (NQF Level 7) together with inclusive /Special Education or Psychology as a field of specialization. Registration with the relevant professional body or council will serve as an added advantage to candidates. A minimum of five (5) years' experience at a senior managerial (SMS) level. Competencies: An in-depth knowledge of the Rural Education Policy Framework, Education White Paper 6 (Special Needs Education) and other policies relevant to the field of Special and Inclusive Education as well as other programs and projects associated with special needs education. Knowledge of the Public Finance Management Act, Public Service Act, South African School's Act, National Education Policy Act, Employment of Educator's Act as well as other relevant legal prescripts and legislation. Good presentation skills. Analytical thinking. Research and Report Writing skills. Financial Management, Policy Formulation and Project Management. Computer Literacy (MS Word, Excel, Access, PowerPoint, etc.) Communication (verbal and written) and Interpersonal skills. A valid driver's license.

DUTIES : Manage the provision of inclusive education, Monitor and evaluate the effectiveness of inclusive education programs. Promote inclusive education by developing programmes to address the social barriers to learning and development. Manage and monitor the provision of transversal outreach services to Care Centres and Special Schools that have Learners with Severe to Profound Intellectual Disability (LSPID). Monitor and report on the implementation of learning programme in designated schools and care Centres. Manage the provision of multi-grade academic support, Facilitate the implementation of curriculum package of rural schools. Forge partnerships with relevant stakeholder for the benefit of the multi-grade and special needs schools. Facilitate the realignment and rationalization of non-viable schools and establishment of boarding schools in areas where there are many small and non-viable schools. Manage the human resource, financial resources and assets assigned to the Chief Directorate. Monitor and report on the specialized support (Occupational, Speech and Physio Therapeutic services) given to learners with special educational needs including learners with Severe to Profound Intellectual Disabilities .Supervision of Psychological services rendered and ensure appropriate referrals to the relevant Institutions. Provide psychosocial support to learners in special schools.

ENQUIRIES : Mr. A.B. Zwane Tel No: (033) 846 5126/7

<u>POST 28/185</u>	:	<u>CHIEF DIRECTOR: FINANCIAL SERVICES REF NO: DOE/98/2020</u>
<u>SALARY</u>	:	R1 251 183 per annum (Level 14) (All-inclusive package to be structured in line with rules for SMS).
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Pietermaritzburg An appropriate Bachelor's degree or equivalent qualification at (NQF Level 7) coupled with a minimum of five (5) years' experience at senior managerial (SMS) level and financial experience. Competencies: Knowledge of the PFMA, Public Service Act, Public Service Regulations, Public Finance Management Act, Labor Relations legal prescripts and legislation relevant to the education sector. Good presentation skills. Analytical thinking. Research and Report Writing skills. Financial Management, Policy on the organization, roles and responsibilities of education district, guidelines on District standards routine operations, fundamentals, Presidential District development model and Project Management. Computer Literacy (MS Word, EXCEL, Access, PowerPoint, etc.) Communication (verbal and written) and Interpersonal skills. A valid driver's license.
<u>DUTIES</u>	:	Compilation of annual financial statements for each year in compliance with generally recognized accounting practices with respect to section 40 of the Public Finance Management Act, 1999. Institute a system of sound, effective and efficient financial management controls, processes and procedures with respect to section 38 of the Public Finance Management Act, 1999 (PFMA) including managing the cash flow, the banking accounts of the department and payments of accounts and controlling the staff debts. Compilation of the annual budget and the annual report in consultation with line managers, in compliance with section 39 of the Public Finance Management Act, 1999 (PFMA), including the monthly reporting of budget versus expenditure with respect to the in year monitoring system. Institute systems of sound, effective and efficient financial management controls regarding salary payments of the departments e.g. South African Revenues Service (SARS) Pensions and housing allowances. Transfers funds transfer to section 21 independents schools and special schools and then monitor the compliance section 38 (i) J of the Public Finance Management Act 1999 (PFMA). Manage the resources of the Directorate.
<u>ENQUIRIES</u>	:	Mr. A.B. Zwane: Tel No: (033) 846 5126/7
<u>POST 28/186</u>	:	<u>CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DOE/99/2020</u>
<u>SALARY</u>	:	R1 251 183 per annum (Level 14) (All-inclusive package to be structured in line with rules for SMS)
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Pietermaritzburg) A Bachelor s Degree in commerce specializing in Accounting, Supply Chain management or any other equivalent qualification couple with extensive experience in Supply Chain Management practices. Knowledge of Supply Chain Management in the public service will be an added advantage, coupled with a minimum of five years' experiences at a senior managerial level. Competencies: Knowledge of supply chain management practices and concepts in their entirety government policies, prescripts and legislation are key requirements for this position, competency in the core Management criteria (CMC) as required by the SMS Performance management development system in the Public service, good Financial Management systems, knowledge of SCM prescripts.
<u>DUTIES</u>	:	Implement relevant national and provincial policies on Supply Chain Management Establish and implement necessary systems, processes and procedures for Effective and efficient supply chain management at Head Office and at the Districts in respect of new developments in the SCM practices, Provide a specialist advisory service to all responsibility managers in the Department .Ensure that all responsibility managers are fully trained on SCM matters, monitor, analyze and report on compliance issues pertaining to SCM .Act as leader of evidence in respect of appeals. Develop service delivery agreements (SDAs). Formulate departmental policies and procedures pertaining to SCM. Represent the department in forums pertaining supply chain. Management.
<u>ENQUIRIES</u>	:	Mr. A.B. Zwane Tel No: (033) 846 5126/7

<u>POST 28/187</u>	:	<u>CHIEF DIRECTOR: EXAMS AND ASSESSMENT REF NO: DOE/100/2020</u>
<u>SALARY</u>	:	R1 251 183 per annum (Level 14) (All-inclusive package to be structured in line with rules for SMS).
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Pietermaritzburg An appropriate Bachelor's degree or equivalent qualification at (NQF Level 7) coupled with a minimum of five (5) years' experience at senior managerial (SMS) level. Competencies: Knowledge of policy pertaining to the management and administration of Examinations, National Protocol for Assessment, Whole School Evaluation and National Curriculum Statement (CAPS) Knowledge of the PFMA, Public Service Act, and Employment of Educator's Act, South African Schools Act and any other legal prescripts and legislation relevant to the education sector, Good presentation skills, Analytical thinking, Research and Report Writing skills, Financial Management, Policy on the organization, roles and responsibilities of education district, guidelines on District standard routine operations fundamentals ,Presidential District development model and Project Management. Computer Literacy (MS Word, Excel, Access, PowerPoint, etc.) Communication (verbal and written) and Interpersonal skills. A valid driver's license.
<u>DUTIES</u>	:	Development of Provincial assessment program, marking, release and analysis of provincial internal and external assessment results. Management of school based assessment (SBA) in the whole system. Compilation of examiners and moderation reports. Management of compilation of the provincial diagnostic reports. Develop policy on assessment for all education bands including AET. Plan and manage the application, monitoring and moderation of Continuous Assessment for all education bands including AET. Plan and manage provincial examinations in line with the National Strategy for Learner Attainment. Analyze tests/examination results and develop intervention strategies thereof. Render accreditation services. Manage the examination and marking processes for the National Senior Certificate and Adult Education and Training Level4. Determine learner performance for Quality Improvement. Monitor and evaluate education processes in education institutions in the processes of continuous improvement of standard and quality. Evaluate and conduct internal/external whole school evaluations. Maintain and provide accurate reliable and updated data on learner and institutional performance.
<u>ENQUIRIES</u>	:	Mr. A.B. Zwane Tel No: (033) 846 5126/7
<u>POST 28/188</u>	:	<u>DIRECTOR: LEANER TEACHER SUPPORT MATERIAL (LTSM) REF NO: DOE/101/2020</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (All-inclusive salary package to be structured in line with rules for SMS).
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Pietermaritzburg An appropriate Bachelor's degree or equivalent qualification at (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level. Ability to use information from the education system for purposes of promoting the management and availability of Learning and Teaching Support Material (LTSM) in schools. Monitor and support the management of LTSM and retrieval of textbooks schools. Communication (written and verbal). Competencies: Knowledge of the National Draft Policy for the Provision and Management of learning and Teaching Support Material (LTSM). Knowledge of the LTSM needs for the implementation of the National Curriculum Statement (CAPS). Knowledge of PFMA, Public Service Act, and Employment of Educator's Act and other relevant prescripts and legislation. Good presentation skills, Analytical thinking. Research and Report writing skills. Financial Management, Policy formulation and Project Management. Computer literacy (MS Word, MS Excel, Access, PowerPoint, etc).Communication (verbal and written) and Interpersonal skills. A valid driver's license.
<u>DUTIES</u>	:	Manage the implementation of National, Provincial and Department frameworks. Manage the development and implementation of the LTSM management plan. Ensure that all curriculum related information is received from respective officials. Develop processes and strategies to ensure alignment of the budget to the Management plan. Manage the timeous development of catalogues. Ensure that inputs are received from schools timeously. Oversee the updating of catalogues.

		Manage the administrative process related to TLSM delivery. Control the monitoring and evaluation of LTSM delivery. Ensure that the accounts are processed timeously. Manage the development and implementation of policies. Manage the implementation of policies according to agreed norms and standards.
<u>ENQUIRIES</u>	:	Mr. A.B. Zwane Tel No: (033) 846 5126/7
<u>POST 28/189</u>	:	<u>DIRECTOR: GOVERNANCE & MANAGEMENT REF NO: DOE/102/2020</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (All-inclusive salary package to be structured in line with rules for SMS)
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Pietermaritzburg
	:	An appropriate Bachelor's degree or equivalent qualification at (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level. Ability to work with education districts and circuits to promote good governance and management in schools. Communication (written and verbal) and Interpersonal skills. A valid driver's license. Competencies: Knowledge of the National Education Policy Act (NEPA), Public Finance Management Act (PFMA), Public Service Act, and Employment of Educator's Act, South African Schools Act and other relevant prescripts and legislation. Good presentation skills, Analytical thinking. Research and Report writing skills. Financial Management skills. Policy formulation and Project Management. Computer literacy (MS Word, MS Excel, Access, PowerPoint, etc.). Communication (verbal and written) and Interpersonal skills. A valid driver's license.
<u>DUTIES</u>	:	Provide support services in respect of governing bodies. Provide support with regard to independent schools and home schooling. Promote the development of schools as centers of community involvement. Promote Quality Learning and Teaching Campaign (QLTC) programs. Develop and co-ordinate school safety programs. Manage learner affairs including disciplinary matters. Ability to work with various stakeholders outside and within the Department. Manage the resources of the Directorate.
<u>ENQUIRIES</u>	:	Mr. A.B. Zwane Tel No: (033) 846 5126/7
<u>POST 28/190</u>	:	<u>DIRECTOR: PUBLIC PARTICIPATION & COMMUNITY LIAISON REF NO: DOE/103/2020</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (All-inclusive salary package to be structured in line with rules for SMS).
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Pietermaritzburg
	:	An appropriate Bachelor's degree or equivalent qualification at (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level. Competencies: Knowledge of PFMA, Public Service Act, and Employment of Educator's Act and other relevant prescripts and legislation. Good presentation skills, Analytical thinking. Research and Report writing skills. Financial Management, Policy formulation and Project Management. Computer literacy (MS Word, MS Excel, Access, PowerPoint, etc). Communication (verbal and written) and Interpersonal skills. A valid driver's license.
<u>DUTIES</u>	:	Oversee and manage the addressing of imbalances of targeted groups, including gender, youth disability oversee the district to ascertain the status of the imbalances. Oversee the recommendations to the stakeholders. Oversee the promotion and monitoring the protection of the rights of children. Manage the conduction of sexual harassment, racial issues. Manage the implementation of any special Project assigned by MEC. Oversee the provision managerial support on the conduction of workshops on the gender equity matters. Manage the promotion of the achievement prioritized by MEC. Manage District Offices in respect of Public participation and community liaison. Manage the resources of the Directorate.
<u>ENQUIRIES</u>	:	Mr. A.B. Zwane: Tel No: (033) 846 5126/7
<u>POST 28/191</u>	:	<u>DIRECTOR: MATHS, SCIENCE & ICT REF NO: DOE/104/2020</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (All-inclusive package to be structured in line with rules for SMS).
<u>CENTRE</u>	:	Head Office, Pietermaritzburg

- REQUIREMENTS** : An appropriate bachelor's degree or equivalent qualification in Mathematics, Science or Technology at (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior level in managing and coordinating programmers for teachers at different levels. Analytical thinking and experience in research and report writing. Ability to use information from the fields of Mathematics, Science and Technology for purposes of promoting teacher development and improving learner performance. Competencies: Knowledge of the National Curriculum Statement (CAPS), National Protocol for Assessment, Public Finance Management Act, Public Service Act, South African Schools Act, National Education Policy Act and other relevant legal prescripts and legislation. Good presentation skills, Analytical thinking, Good research and report writing skills, Policy formulation and Project management. Experience relevant to grant management. Computer literacy. Communication (written and verbal) and Interpersonal skills. A valid driver's license.
- DUTIES** : Coordinate the learner and teacher programmes to improve the quality of provision of the MST & ICT. Develop and implement the strategy for Mathematics, Science and Technology to improve learner performance in these fields. Develop the strategy to advance the Fourth Industrial Revolution, Coding and Robotics in teaching and learning, identify, evaluate and procure suitable and appropriate resource offerings to further the intended educational outcomes in the fields of Mathematics, Science and Technology. Establish relevant partnerships to advance the goals of the Mathematics, Science and Technology education. Promote the effective participation of educators in professional bodies' activities such as scientific research, Olympiads, and science fairs.
- ENQUIRIES** : Mr. A.B. Zwane Tel No: (033) 846 5126/7

OTHER POSTS

- POST 28/192** : **DEPUTY DIRECTOR: FUNDING NORMS AND STANDARDS REF NO: DOE/105/2020**
Directorate: Resource Planning
- SALARY** : R733 257 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS).
- CENTRE** : Pietermaritzburg, Head Office
- REQUIREMENTS** : Diploma/Degree in Finance/Statistics or equivalent qualification coupled with 3-5 years proven legal prescripts managerial experience. Knowledge of the National Educational Policy Act, the South African Schools Act, the Employment of Educator's Act, the Public Service Act, PFMA, DORA and other relevant or legislation. Competencies: Good managerial skills, Organizing, Planning, Presentation and Reports writing skills. Advanced computer skills (MS Word, Excel, Access, and PowerPoint). Advanced skills in Data Collection, Analysis and Interpretation. Good knowledge of financial management and project management. Strong verbal and written communication skills. Strategic leadership and analytical skills. A valid driver's licence.
- DUTIES** : Develop the Provincial resource targeting lists of public schools, including specials and full service schools, manage the allocation of funding to grade R and ECD centres through ECD funding norms, manage funding allocation to public schools to affiliate to association of SGBS, manage the application of the checklist to the independent schools to allocate subsidies, monitor the utilization of independent schools subsidies manage the process of payment of compensation for fee exemptions of public schools, manage and implement procedures for contestations for technical accuracy and applications for deviations.
- ENQUIRIES** : Mr. A.B. Zwane Tel No: (033) 846 5126/7
- POST 28/193** : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: DOE/106/2020**
Directorate: Resource Planning
- SALARY** : R733 257 per annum (Level 11) (All-inclusive package to be structured in line with rules for MMS)
- CENTRE** : Pietermaritzburg, Head Office

- REQUIREMENTS** : Diploma/ Degree in Finance/ Statistics or Equivalent qualification at NGF level 6, coupled with 3-5 years proven managerial experience. Knowledge of the National Education Policy Act, the Employment of Educator's Act, South African Schools Act, Public Service Act, PFMA and other relevant legal prescripts Competencies: Good managerial skills and knowledge, Organizing, Planning, Presentation and Report Writing Skills. Good computer skills (MS word, Excel, Access and PowerPoint). Good financial management and project management. Advanced skills in DATA collection, Analysis and Interpretation. Strong verbal and written communication skills. Strategic leadership and analytical skills. A valid driver' license.
- DUTIES** : Manage the allocation of Section 21 Functions in Public schools. Monitoring the compliance of section 21 Public Schools with SASA and NNSSF. Manage the analysis of Audited Financial Statements for Public Schools. Manage expenditure reporting for public schools. Manage compliance of all public schools with SASA, 1996 as amended on banking and budgeting. Manage the implementation of the School Funding Norms Policy implementation Manual. Monitor the utilisation of independent schools subsidies.
- ENQUIRIES** : Mr. A.B. Zwane Tel No: (033) 846 5127
- POST 28/194** : **ASSISTANT DIRECTOR: TAX (SALARIES & TAX) REF NO: DOE/107/2020**
- SALARY** : R376 596 per annum (Level 09)
CENTRE : Head Office
REQUIREMENTS : National Diploma or Bachelor's Degree in Commerce or equivalent qualification, couple with three (3) year's junior management experience. Computer Literacy. Valid Driver's Licence. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial functions. Analytical thinking, Planning and Organizing, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic Planning, Computer Utilization, Policy Formulation, Financial Management, Change/Diversity Management, Ensuring Performance Standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals.
- DUTIES** : Manage the Tax Sub Directorate, reconcile and report tax related transactions for the Department. Investigate/revise Persal monthly and tax year-end reports ensuring reports are cleared and records are ready for the CSV file. Investigate/revise adjusting certificates and ensuring that an amended IRP5 will be ready for the CSV file. Deal with telephonic and email queries and issue duplicate IRP5's/ deal with tax calculations/ opening and closing of certificates for previous tax years. Assist districts who need guidance regarding salary issues. Compile and capture journals on BAS, capture and revise payments and journals on Persal. Investigation and updating on Excel spreadsheet, journals reflecting on the Tax Account, balancing and tax pay over to SARS. Investigate, revise and create reports, ensuring that records are ready for CSV file. Assisting with balancing of the updated data of creates and adjustments on Excel spreadsheets for the relevant tax year end reconciliation for Persal and non Persal cases.
- ENQUIRIES** : Mr. A.B. Zwane Tel No: 033 846 5126/7
- POST 28/195** : **ASSISTANT DIRECTOR: SALARY (SUSPENSE ACCOUNTS)**
- SALARY** : R376 596 per annum (Level 09)
CENTRE : Head Office
REQUIREMENTS : National Diploma or Bachelor's Degree in Commerce or equivalent qualification, couple with three (3) r's junior management experience. Computer Literacy. Valid Driver's Licence. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial functions. Analytical thinking, Planning and Organizing, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic Planning, Computer Utilization, Policy Formulation, Financial Management, Change/Diversity Management, Ensuring Performance Standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals.

DUTIES : Manage the Salaries Sub Directorate and to manage suspense accounts relating to salaries and conduct salary related account reconciliations. Clearing of salary related accounts. Processing payments of salaries, allowances and deductions. Attending to queries pertaining to salaries. Supervision of staff. Attend to Office of the Premier and Departmental Peral Controller.

ENQUIRIES : Mr. A.B. Zwane: Tel No: 033 846 5126/7

POST 28/196 : **ASSISTANT DIRECTOR: SALARY (GARNISHEE) RE NO: DOE/109/2020**

SALARY : R376 596 per annum (Level 09)

CENTRE : Head Office

REQUIREMENTS : National Diploma or Bachelor's Degree in Commerce or equivalent qualification, couple with three (3year)junior management experience. Computer Literacy. Valid Driver's Licence. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial functions. Analytical thinking, Planning and Organizing, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic Planning, Computer Utilization, Policy Formulation, Financial Management, Change/Diversity Management, Ensuring Performance Standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals.

DUTIES : Manage the Salaries Sub Directorate and to control salaries and other payment service. Approve and authorize maintenance orders, SARS garnishee and uploading garnishee orders from Peral. Uploading garnishee orders to Q-link. Manage clearing of suspense accounts and refunding employees. Fair attending of stakeholders. Monitor filing of all salary documents. Supervision of staff.

ENQUIRIES : Mr. A.B. Zwane: Tel No: 033 846 5126/7

POST 28/197 : **ASSISTANT DIRECTOR: SALARY (PAYMENTS) REF NO: DOE110/2020**

SALARY : R376 596 per annum (Level 09)

CENTRE : Head Office

REQUIREMENTS : National Diploma or Bachelor's Degree in Commerce or equivalent qualification, couple with three (3) year's junior management experience. Computer Literacy. Valid Driver's Licence. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial functions. Analytical thinking, Planning and Organizing, Problem solving, Team building, Conflict resolution, Research, Facilitation, Strategic Planning, Computer Utilization, Policy Formulation, Financial Management, Change/Diversity Management, Ensuring Performance Standards remain adequate and that responsibilities are adhered to within budget limits. Adaptability during changes to meet goals.

DUTIES : Manage the Salaries Sub Directorate and to control salaries and other payment service. Clearing of salary related accounts. Processing payments of salaries, allowance and deductions. Attending to queries pertaining to salaries. Supervision of staff. Monitor filing of all salary documents.

ENQUIRIES : Mr. A.B. Zwane: Tel No: 033 846 5126/7

DEPARTMENT OF HEALTH

ERRATUM: Kindly note that the post of Assistant Manager Nursing – Speciality with Ref No: THH 08/2020 (**For Town Hill Hospital**), advertised in Public Service Vacancy Circular 27 dated 27 November 2020, The Requirements have been amended as follows: or We wish to include this clause at the end of the Requirements "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." The closing date has been extended to 28 December 2020.

OTHER POSTS

- POST 28/198** : **MEDICAL SPECIALIST (GRADE1, 2 AND 3) REF NO: GS 65/20 (X3 POSTS)**
(Oncologist) Component –Oncology
- SALARY** : **Grade 1:** R1 106 040 per annum, (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form
Grade 2: R1 264 623 per annum, (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form
Grade 3: R1 467 651 per annum (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form
- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg
: **Grade 1:** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. **Grade 2:** Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. **Grade 3:** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. MBChB or equivalent, FCRad Onc (SA) and / or MMED Current Registration with HPCSA as a Specialist Oncologist Registrars who have completed their training may also apply – their appointment will be will be subject to final specialist registration with the Health Professions Council of South Africa Knowledge, skills, Experience and Competencies Sound knowledge of medical oncology, including appropriate and rational prescribing of chemotherapeutic agents and biologicals In-depth theoretical and practical understanding of radiotherapy including its prescription, contouring, plan evaluation and revision Comprehensive understanding of palliative care and its application in oncology Good clinical decision-making and communication skills. Ability to undertake teaching and training of students and Staff as required Knowledge of basic ethical and academic research principles. Detailed and accurate patient record-keeping Administrative skills to ensure efficient running of a unit Good verbal and written communication skills Interpersonal skills - ability to communicate professionally with staff, students and patients; Conduct oneself in a professional manner at all times; display sound ethical values; apply Strong work ethic and to work with commitment individually as well as within a team Interest in conducting and supervising research.
- DUTIES** : Control and management of clinical services as delegated by the Head Clinical Unit. Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Conduct and oversee out-patient specialist clinics (both new and follow-up) and provide expert opinion where required. Participate in multi-disciplinary teams Prescribe radiotherapy, contour volumes, evaluate and revise radiotherapy plans (definitive and palliative) Maintain satisfactory clinical, professional and ethical standards related to these services. Maintain necessary discipline over staff under his/her supervision. Provide supervision, teaching and mentorship to medical officers, registrars, nursing staff and radiotherapists Play an active role in the departmental academic programme Involvement in administration and management of the unit, including attendance of meetings, day-to-day administrative tasks and strategic planning Assist with the maintenance of good clinical governance Assist in the development of guidelines and protocols Ensure timeous submission of statistics and other information as requested by the HCU.
- ENQUIRIES** : Dr L Stopforth Tel No: (033) 897 3222 laura.stopforth@kznhealth.gov.za
APPLICATIONS : To be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs. M. Chandulal
NOTE : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government

Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies.hr endorsed certificate of service/work experience 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 65/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).African Males are encouraged to apply.

CLOSING DATE : 29 December 2020

POST 28/199 : **MEDICAL SPECIALIST (ANESTHETICS) GRADE 1, 2, 3 REF NO: MS/ 01/2020**

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

CENTRE REQUIREMENTS : St Aidans Regional Hospital/ King Edward VIII Hospital
: **Grade 1:** Experience: not applicable, Registration with HPCSA as a medical Specialist in Anaesthetics. **Grade 2:** Experience: 5 years after registration with HPCSA as a Medical Specialist in Anaesthetics **Grade 3** Experience: 10 years after registration with HPCSA as a Medical Specialist in Anaesthetics Knowledge, Skills, Training and Competencies Required: Sound clinical knowledge within the Department of Anaesthetics. Good communication and human relations. Sound knowledge of clinical procedures and protocols within discipline. Knowledge of current and health and public service legislature. Rational use of resources. Sound knowledge of medical ethics. Knowledge of current health and Public service legislation, regulations and Policies.

DUTIES : To execute duties and functions with proficiency, to support the aims and objectives of the Institution that are consistent with National Core Values. Accept responsibility for the assessment of patients and safe administration of Anaesthesia. Assess patients, plan, initiate and supervise medical care management Assist in the preparation and implementation of guideline and protocols .Participate in post-graduate and other relevant academic and training programmes. Ensure the proper and economical use of resources and equipment. Provide support to Head of the unit in ensuring an efficient standard of patient care. Behavioural Attributes Stress tolerance, team-work, self-confidence and ability to build and maintain good relationship.

ENQUIRIES APPLICATIONS : Dr S. Ramcharan Tel No: (031)314 2247/50
: All applications should be forwarded to: The Acting Chief Executive Officer St Aidans Regional Hospital, P/Bag 1, Overport, Durban, 4067

FOR ATTENTION NOTE : Human Resource Department
: Applications must be submitted on the prescribed application for employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driver's License (not copies of previous 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 applications. Faxed and e-mailed applications will not be accepted. Persons with Disabilities should feel free to apply for the post. The appointments are subject to Positive outcomes obtained from the State Security Agency (SSA), to the following Checks (security clearance (vetting), criminal clearance, credit records, and citizenship), Verification of Educational Qualifications by SAQA, verification of previous experience From Employers and verification from the Company Intellectual Property Commission (CIPC). Applications 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. Applications 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. Please Note: Doctors Who Have Completed Their Anaesthetics Specialist Training but are awaiting registration as Specialists with (Health Professionals Council of South Africa) HCPSA may also apply on condition that their appointment will be subject to then submitting documentary evidence of registration with HCPSA as a specialist Anaesthetist

- CLOSING DATE** : 28 December 2020
- POST 28/200** : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: HRM 55/2020 (X1 POST)**
Directorate: Pharmacy
- SALARY** : R897 936 – R1 042 095 per annum. (All inclusive salary package). Other Benefits: medical aid (optional), housing allowance: employee must meet prescribed requirements.
- CENTRE** : King Edward VIII Hospital (KEH)
- REQUIREMENTS** : Senior Certificate/Grade 12 or equivalent Plus, Degree/Diploma in Pharmacy Plus Registration certificate with SAPC as Pharmacist, Current registration with SAPC as a Pharmacist (certificate) Plus Certificate of service endorsed by HR dept. A minimum of 3 years' experience after registration with SAPC as a Pharmacist. Recommendation: Computer Literacy, A valid driver's license, Managerial or supervisory experience, Submission of at least four CPDs as per SAPC requirement knowledge, skills, training and competencies required: Extensive knowledge of Pharmaceutical Services, policies, approaches and procedures, In depth knowledge and experience in pharmacy supervision and management, Knowledge, understanding and application of the legislative prescripts governing the Public Service, Pharmacy Practice and Control of Medicine, Excellent communication skills (verbal and written), Good team building, problem solving and leadership skills, Knowledge and skills in managing quality improvement programs, Sound knowledge of tertiary health services and national drug policy.
- DUTIES** : Provide comprehensive pharmaceutical services to patients, wards and departments, Effective stock control and medicine supply management including procurement, distribution within the hospital and security of medicine, Develop protocols, standard operating procedures and guidelines for an effective and efficient quality pharmaceutical services, Monitor patients treatment and medicine usage through clinical audits, medicine utilization reviews and ABC analysis, Conduct service assessment and implement quality improvement programs, Work as part of a multidisciplinary, Manage and supervise various pharmacy sections i.e. inpatient, outpatient and pharmaceutical stores including human resource management in terms of laid down legislative prescripts, policies and procedures, Compile relevant reports for submission to Pharmacy manager and/or other relevant stakeholders.
- ENQUIRIES** : Mrs. S.I. Hlongwana Tel No: (031) 360 177
- APPLICATIONS** : 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.

- CLOSING DATE** : 08 January 2021
- POST 28/201** : **ASSISTANT MANAGER NURSING (AREA) (NIGHT DUTY) REF NO: SAH 08/2020 (X1 POST)**
Re-Advertisement
- SALARY** : R562 800 per annum. Other benefits: 13th cheque, 12% rural allowance, home owners allowance (employee must meet prescribed requirements), medical aid (optional)
- CENTRE** : ST Andrews Hospital
- REQUIREMENTS** : Senior Certificate. Diploma / Degree in General Nursing and Midwifery. A minimum of 8 years appropriate recognisable experience in nursing after registration with SANC in general nursing and midwifery. At least 3 years of the period referred to above must be appropriate experience at Management level. Current registration with SANC as a General Nurse and Midwife. Proof of current and previous experience endorsed by Human Resource SKILLS: Knowledge of nursing care and processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing act, Health act, Occupational Health and Safety Act, Patients right charter, Batho Pele principles, etc. Knowledge and understanding of legislative framework governing the Public Service, Knowledge of HR and Financial Policies and Practices such as skills development Act, Public Service regulations, Labour Relations Act. Good communication skills. Co-ordination and liaison and networking skills. Report writing and facilitation skills. Leadership skills. Problem solving and negotiation skills. Planning and organizing skills. Computer Literacy
- DUTIES** : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate Nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop / establish and maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter sectoral and multidisciplinary team work). Participate in the analysis, formulation and implementation of Nursing guidelines, practices, standards and procedures. Monitor and ensure all nurses are licensed to practice. Deal with grievances, labour relations issues in terms of the policies / procedures laid down i.e manage workplace discipline. Monitor and ensure proper utilization of financial and physical resources. Implement and monitor EPMDS Policies. Monitor and manage Human Resources.
- ENQUIRIES** : Mrs MR Singh Tel No: (039) 433 1955 EXT 211
- APPLICATIONS** : Should Be Forwarded: The Chief Executive Officer: St Andrews Hospital, Private Bag X1010 Harding, 4680. Or Hand Delivery: 14 Moodie Street, Harding 4680.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : People with disabilities and African Males are encouraged to apply.
- CLOSING DATE** : 08 January 2021
- POST 28/202** : **OPERATIONAL MANAGER NURSING GRADE 1 (PHC) REF NO: EMS/34/2020**
- SALARY** : R562 800 - R633 432 per annum. (Other benefits: Medical Aid (Optional) 13th Cheque (conditions apply), Home Owner allowance (conditions apply), Inhospitable Area Allowance (Employee must meet prescribed requirements) plus (08% of basic salary).
- CENTRE** : Emmaus (Amazizi clinic)
- REQUIREMENTS** : Degree/ Diploma in General Nursing, Midwifery Plus 01 year Post Basic Qualification in Primary Health Care or Community Nursing Science with specialization in Clinical Nursing Science, Health Assessment, Treatment and care. Registration with SANC as a General Nurse and Primary Health Care Nurse/ Community Health Nurse with specialization in Clinical Nursing Science, Health Assessment, treatment and Care. A minimum of 9 years appropriate/ recognizable experience in nursing as a Professional Nurse with SANC in General nursing of

which at least 5 years must be appropriate / recognizable experience after obtaining the 1 year post basic qualification in Clinical Nursing Science, health Assessment, Treatment and care(PHC) Current registration with SANC as a professional Nurse & Clinical Nursing Science Health Assessment, treatment and care (2020 SANC receipt Proof of experience (certificate of service) endorsed by Human Resource Department. Recommendation Diploma in Nursing Management, Nimart and TB training certificate Requirement computer literacy Knowledge & Skills Demonstrate an in depth understanding of nursing legislation, related legal and ethical nursing practices and other relevant legislative frameworks governing in the Public Services Knowledge of nursing care processes and procedures, Appropriate understanding of Scope of Practice and nursing standards Thorough knowledge of quality assurance standards as directed by Negotiated Service Delivery Agreement, national Core Standards Patient RIGHTS Charter, Batho Pele Principles Sound Knowledge of Labour Relations act. Promote women's mother and child health provide adequate health education, awareness and be involved in campaigns.

DUTIES : Facilitate provision of efficient and effective comprehensive package of service at PHC level including priority programs and quality improvement programs Develop clinic Operational Plan, monitor the implementation and submit progress reports improvements plans supported by strong work ethics, Ensure proper control and effective utilization of all resources including financial, and exercise care over government property, provide efficient and cost- effective utilization of human resources in the facility , Ensure and advocate for staff development and monitor staff performance according to EPMDS, Deal with disciplinary and grievance matters including monitoring and managing absenteeism, Ensure that Batho Pele Principles, norms and standards and ideal clinic priorities are proficiently implemented, Provide safe therapeutics environment that allows for practice of safe nursing care as laid down by Nursing Act, Occupational Health and Safety Act, Provide effective leadership in the management of clients ,complaints/accident/incidents in the facility, Monitor the compilation, collation and submission of data and other reports timeously, Maintain constructive working relationship with all stake holders i.e. inter-profession, the multi- disciplinary team, Advocate and promote nursing ethos and professionalism in the clinic, Implement the infection prevention and control including the Corvid -19 mitigation strategies ,,Ensure that the clinic provides health care services over extended hours and weekends.

ENQUIRES APPLICATIONS : Ms DZ Hlongwane, Tel No: (036) 488 1570 (ext. 8312)
: Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.

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

CLOSING DATE : 04 January 2021 at 16:00

POST 28/203 : **OPERATIONAL MANAGER NURSING (PHC) REF NO: PHO 09 /2020**
Component: Sandanezwe Clinic

SALARY : R562 800 per annum plus 8% Inhospitable Allowance Other Benefits: 13th cheque, Medical Aid (optional), Home Owner's Allowance (Terms and conditions apply)

CENTRE : Pholela Community Health Centre

REQUIREMENTS

: Senior Certificate or equivalent plus; Basic R425 qualification i.e. Degree/Diploma in Nursing qualification that allows registration with the South African Nursing Council as a Professional Nurse plus; A post basic nursing qualification in Primary Health Care with a duration of at least one year, accredited with the South African Nursing Council in PHC plus; A minimum of 9 years recognizable experience in nursing after registration as Professional Nurse with South African Nursing Council in General Nursing; At least 5 years of the period of period referred to above must be recognizable experience in PHC specialty after obtaining 1 year post basic qualification in PHC. (Proof of experience indicating clearly periods of progression endorsed by HR component must be attached to the application not certificate of service Z17). Knowledge, Skills and Competencies Required for the post: In depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery; e.g. Nursing Act, Health Act, Occupational Health And Safety Act, Patient Right's Charter, Batho-Pele Principles, Public Service Regulations Act, Disciplinary Code And Procedure, Grievance Procedure. Basic understanding of Human Resources and financial policies and practices; Effective Communication skills with all stakeholders; Teamwork, and report writing skills; Leadership, organisational, decision making and problem solving abilities. Diversity Management, Change Management Interpersonal Relations; Basic computer skills.

DUTIES

: Ensures clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by Pholela Community Health Centre. Promotes quality of nursing care as directed by the professional scope of practice and standards in line with facility Operational plan; Ensures effective performance management of staff in line with Performance Management and Development system policy of the department; Effective management of complaints, ideal clinic and national core standards initiatives prioritization; Ensures effective utilization of resources allocated to the clinic in line with allocated budget including training and development of staff; Effective implementation of disciplinary code and procedures fairly and equally; Ensures effective records management and submission of monthly reports/stats accordingly.

ENQUIRIES

: Mr SV Ngcobo Tel No: 039 8329 491

APPLICATIONS

: Should be forwarded to: The District Director, Private bag X 502, Ixopo, 3276. OR Hand delivered to: Human Resource Office, 111 Main Street, IXOPO, 3276.

FOR ATTENTION

: Mrs ZR Dladla: DD HRM

NOTE

: The following documents must be submitted and certification of documents must be within 6 months: Application for Employment Form (Z83), which is available from any Government Department OR the web site www.kznhealth.gov.za. Certified copies of Senior Certificate/Grade 12 or equivalent plus highest educational Qualifications- not copies of certified copies plus proof of current registration with SANC (2020 receipt). Detailed Curriculum vitae. Certified copy of Identity Document and Certified copy of driver's license. Proof of Experience endorsed by Human Resource Component which specifies duties of the post occupied per period. Reference number must be indicated in the column provided on the form Z83. NB: Failure to comply with the above instructions will disqualify applicants. This Department is an equal opportunity, affirmative action employer whose aim is to promote representativeness in all occupational categories in the department. People with disability must feel free to apply. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. If you have not been contacted within two (2) weeks after the closing date, please accept that your application was unsuccessful. Due to financial constraints, No S&T claims will be compensated to shortlisted candidates. 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) and proof of experience.

CLOSING DATE

: 30 December 2020 at 16H00

POST 28/204 : **OPERATIONAL MANAGER NURSING (PHC) REF NO: PHO 10 /2020**
Component: Gwala Clinic

SALARY : R562 800 per annum plus 8% Inhospitable Allowance. Other Benefits: 13th cheque, Medical Aid (optional), Home Owner's Allowance (Terms and conditions apply)

CENTRE REQUIREMENTS : Pholela Community Health Centre
: Senior Certificate or equivalent plus; Basic R425 qualification i.e. Degree/Diploma in Nursing qualification that allows registration with the South African Nursing Council as a Professional Nurse plus; A post basic nursing qualification in Primary Health Care with a duration of at least one year, accredited with the South African Nursing Council in PHC plus; A minimum of 9 years recognizable experience in nursing after registration as Professional Nurse with South African Nursing Council in General Nursing; At least 5 years of the period of period referred to above must be recognizable experience in PHC specialty after obtaining 1 year post basic qualification in PHC. (Proof of experience indicating clearly periods of progression endorsed by HR component must be attached to the application not certificate of service Z17). Knowledge, Skills and Competencies required for the post: In depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery; e.g. Nursing Act, Health Act, Occupational Health And Safety Act, Patient Right's Charter, Batho-Pele Principles, Public Service Regulations Act, Disciplinary Code And Procedure, Grievance Procedure. Basic understanding of Human Resources and financial policies and practices; Effective Communication skills with all stakeholders; Teamwork, and report writing skills; Leadership, organisational, decision making and problem solving abilities; Diversity Management, Change Management; Interpersonal Relations; Basic computer skills.

DUTIES : Ensures clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by Pholela Community Health Centre. Promotes quality of nursing care as directed by the professional scope of practice and standards in line with facility Operational plan; Ensures effective performance management of staff in line with Performance Management and Development system policy of the department. Effective management of complaints, ideal clinic and national core standards initiatives prioritization; Ensures effective utilization of resources allocated to the clinic in line with allocated budget including training and development of staff. Effective implementation of disciplinary code and procedures fairly and equally; Ensure effective records management and submission of monthly reports/stats accordingly.

ENQUIRIES APPLICATIONS : Mr SV Ngcobo Tel No: 039-8329491
: Should be forwarded to: The District Director, Private bag X 502, Ixopo, 3276. OR Hand delivered to: Human Resource Office, 111 Main Street, IXOPO, 3276.

FOR ATTENTION NOTE : Mrs ZR Dladla: DD HRM
: The following documents must be submitted and certification of documents must be within 6 months: Application for Employment Form (Z83), which is available from any Government Department OR the web site www.kznhealth.gov.za. Certified copies of Senior Certificate/Grade 12 or equivalent plus highest educational Qualifications- not copies of certified copies plus proof of current registration with SANC (2020 receipt). Detailed Curriculum vitae. Certified copy of Identity Document and Certified copy of driver's license. Proof of Experience endorsed by Human Resource Component which specifies duties of the post occupied per period. Reference number must be indicated in the column provided on the form Z83. NB: Failure to comply with the above instructions will disqualify applicants. This Department is an equal opportunity, affirmative action employer whose aim is to promote representativeness in all occupational categories in the department. People with disability must feel free to apply. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. If you have not been contacted within two (2) weeks after the closing date, please accept that your application was unsuccessful. Due to financial constraints, No S&T claims will be compensated to shortlisted candidates. 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) and proof of experience.
<u>CLOSING DATE</u>	:	30 December 2020 at 16H00
<u>POST 28/205</u>	:	<u>OPERATIONAL MANAGER NURSING SPECIALTY STREAM: SURGICAL/ORTHOPEADIC REF NO: ITSH 20/2020</u>
<u>SALARY</u>	:	Grade 1: R562 800 per annum. Other benefits: 12% rural allowance of basic salary, 13 cheque, housing allowance: employee must meet prescribed requirements and Medical Aid: optional
<u>CENTRE REQUIREMENTS</u>	:	Itshelejuba Hospital: Surgical & Orthopeadic Ward
	:	Senior certificate /Matric or equivalent qualification plus. Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining the one year post basic qualification in the relevant speciality. Current registration with South African Nursing Council (2020 SANC receipt). NB: Provide proof of previous and current experience endorsed and stamped by Human Resources Component. Knowledge, Skills, Training & Competencies Required: Demonstrate an in depth understanding on nursing legislation and related legal and ethical nursing practices. Demonstrate basic understanding of Human Resource and Financial Management policies and practices. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit.
<u>DUTIES</u>	:	To supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders' e.g. inter-professional, inter-sectoral and multi-disciplinary team. Participate in the analysis, formulation and implementation of nursing guidelines, practices standards and procedures. Manage and monitor proper utilization of human resource, financial and physical resources. Participate in planning, organising and monitoring of objectives of the unit in line with strategic and operational plan of the institution. Ensure compliance to professionalism and ethical practices. Promote health and wellness programs to increase productivity. Promote cost effective utilization of resources according to relevant legislation. Comply with EPMSDs. Deal with grievance and staff discipline in terms of laid down policies and procedures. Manage and monitor absenteeism. Work as part of multidisciplinary team. Ensure compliance to National Core Standards, Infection Prevention and Control; formulate quality improvement programmes and projects to improve quality care. Implement quality data management and monitor data in the unit. Provide a safe therapeutic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Display a concern for patients promoting advocating and facilitating proper treatment and care in ensuring that the unit adheres to principles of Batho Pele. Manage complaints and patient safety incidents according to departmental policy.
<u>ENQUIRIES APPLICATIONS</u>	:	All enquiries should be directed to Mrs TG Msibi Tel No: 034-4134000
	:	All applications must be addressed to Itshelejuba Hospital, Private Bag x0047 Pongola 3170 or hand delivery to Human Resource section.
<u>NOTE</u>	:	An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za Certified copies of ID documents, Std10, 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 for

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 z83, e.g. ref ITSH 1/2018. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to pre-employment screening and verification process. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payments of S&T claims.

- CLOSING DATE** : 31 December 2020
- POST 28/206** : **CHIEF DIAGNOSTIC RADIOGRAPHER: SONOGRAPHER REF NO: ITSH 21/2020**
- SALARY** : R466 119 per annum, other benefit: 13 cheque, 17% rural allowance, home owners allowance: employee must meet prescribed requirements, Medical Aid: optional.
- CENTRE** : Itshelejuba Hospital
- REQUIREMENTS** : National Senior Certificates: Grade 12, 3 year Diploma or Degree in Diagnostic Radiographer .Certified copy of identity document. Certified copy of original registration with HPCSA as Diagnostic Radiographer. Certified copy of original registration with HPCSA for 2020/2021 as a Diagnostic Radiographer. Certificate of service to be attached as proof of experience. Experience: Minimum of three (3) years of experience after Registration with in a respect of South African qualified employees who performed Community Service. Minimum of 4 years relevant working experience after registration with HPCSA in respect of foreign qualified employees of who are not required to performed Community Service. Knowledge, Skills, Training and Competencies Required: Sound knowledge of obstetrics & Gynaecology, general, cardiac and vascular ultrasound procedures and equipment. Basic knowledge of musculoskeletal ultrasound. Knowledge of Public Service, Acts & Regulations including the PFMA, HRM policies etc. Knowledge of quality assessment procedure and methods. Knowledge of Legislation pertaining to Radiography (Radiation Control & Safety). Knowledge of Employee Performance Management Development System (EPMDS). Knowledge of Quality Assurance procedures and methods. Good leadership, negotiation, problem solving, communication and interpersonal skills.
- DUTIES** : Provide high quality radiography service while observing safe radiation protection standards. Participate in a 24 hour roster system which includes nights, weekend and public holidays and standby duties. Utilize and maintain equipment professional to ensure patient safety while adhering to professional prescripts. Working knowledge and experience on EPMDS and be responsible for the EPMDS of allocated staff members. Provide assistance, supervision and training to junior staff. Perform reception and administrative duties as required. Participate in Quality Assurance and Quality improvement programs, policy making, in-service training and National Core Standards. Participate in institutional radiographic policy analysis, formulation and planning for service delivery to ensure that the service complies with radiation control legislation. Deal with grievances and labour relations issues in terms of laid down policies. Give factual information to patients and clients on Diagnostic Radiography. Promote Batho Pele principles in the execution of all duties for effective and efficient service delivery. Ensure health and safety rule and regulations are adhered to.
- ENQUIRIES** : All enquiries should be directed to DR SF Simelane Tel No: 034-4134000
- APPLICATIONS** : All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital.
- NOTE** : An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za Certified copies of ID documents, Std10, 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 for 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 z83, e.g. ref ITSH 1/2018. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to pre-employment screening and verification process. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payments of S&T claims.

- CLOSING DATE** : 31 December 2020
- POST 28/207** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 REF NO HGHD 08/2020**
Directorate: Programmes
- SALARY** : Grade 1: R444 276 per annum
- CENTRE** : Harry Gwala Health District Office
- REQUIREMENTS** : Degree/ Diploma in Nursing) or equivalent qualification that allows registration with SANC as professional Nurse. Registration with the South African nursing Council. Valid south African Nursing Council practicing licence (not proof of payment). A minimum of seven (7) years appropriate /recognisable experience in nursing after registration as professional nurse with South African nursing council (SANC).valid Code EB licence (Code 08).Certificate of Service endorsed by human resources. Recommendation: Advanced certificate in clinical management of HIV/AIDS. Competencies: Sound Project Management skills. Good monitoring and evaluation skills Good facilitation, Human Relations, negotiation and problem solving skills. Good verbal and written communication skills. Knowledge of District System. Knowledge of Public Service Legislative prescripts. Basic Financial Management Skills. Presentation skills. Understanding of the challenges facing the public health sector. Aptitude of research so as to acquire new knowledge swiftly. Computer Literacy: Ms. Office Software Applications. Behavioural Attributes: Stress tolerance. Self-confidence. Objective. Ethical. Emphatic.
- DUTIES** : General. Ensure implementation of mother to child transmission of HIV. Ensure accessibility to the PMTCT services to all facilities. Ensure effective district health information management through PMTCT dashboard and quarterly reviews. Network with other provincial department and NGO's to maintain a referral service for community members inclusive of community based services thereby supporting the broader health care provision in the district. Analyse emerging health practices and trends and introduce remedial action in conjunction with health specialist. Participate in activities aimed at fully integrating HIV and AIDS prevention programmes to the main stream of health care services within the district.
- ENQUIRIES** : All enquiries must be directed to Mr A.S Zwane: Manager Pharmacy Services Tel No: 039 83487210
- APPLICATIONS** : Applications must be directed, Harry Gwala Health District Office, Private Bag x502, Ixopo, 3276 OR Hand delivers to: 111 Main Street, IXOPO under KFC building, Room 99, District office.
- FOR ATTENTION** : Mr. ZN Dotyeni: Assistant Director: HRM
- NOTE** : An application for employment Form (Z83) must be completed and forwarded which is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, 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 previous work experience related to the requirements and recommendations of the advert. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representativity at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g. ref HGHD 06/2020. 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, there will be no acknowledgement of applications. Should you not hear from us within 60

days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please Note that Due To Financial Constraints, There will be no payment of S&T Claims covering transport fees to the interview venue.

- CLOSING DATE** : 30 December 2020
- POST 28/208** : **CLINICAL PROGRAMME COORDINATOR- QUALITY ASSURANCE IN GENERAL NURSING STREAM REF NO: 05/2020**
- SALARY** : R444 276 per annum plus 13th. Cheque, Rural Allowance (Provided the post Meets the requirements) Medical aid (optional), Home Owners Allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Zululand Health District office, Ulundi
: Senior Certificate (Grade 12) Diploma/Degree in General Nursing and Midwifery. Current registration with South African Nursing Council (SANC) as a Professional Nurse. A minimum of 7 years appropriate/recognition experience in nursing after registration as a professional Nurse with the SANC in General Nursing. Proof of current or previous work experience endorsed and stamped by Human Resource. Valid driver's licence. Recommendation: Computer literacy: MS Office Software Applications. Knowledge, Skills, Training and Competences Required: Depth understanding of Nursing legislation and related legal and ethical nursing practices. Basic understanding of human resource and financial practice and policies. Promote quality of nursing care directed by the professional scope of practice and standard as determined by the relevant health facility. Good communication skills with parties. Management skills. Basic computer literacy as support tools to enhance service delivery.
- DUTIES** : Conduct inspections to ensure that Quality Assurance plans are implemented and that practices are according to specified policy. Perform training and guidance activities to instil a culture of service delivery in all service areas within the district. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery at all district health institutions. Ensure that Quality Assurance committees are established, that these have quality improvement projects and that Identify best practice and implement significant change is recognised and rewarded. Interact with university and COHSASA role players to enhance the Quality Assurance procedures and practices. Perform quality improvement audits and survey monthly and report to senior management. Identify, facilitate and co-ordinate all Quality Improvement Plans. Ensure implementation of National Core Standard and Provincial initiatives (Patients Right Charter, Batho Pele programmes etc.) Ensure that all facilities conduct Patients Experience of Care and Waiting Times Surveys. Ensure that planning, co-ordination, implementation, monitoring and evaluation of the Quality Assurance programme within the district. Co-ordinate all aspects of Nation Core Standards/norms and standards including assessments and monitoring of activities to attain accreditation at all hospital and clinics. Co-ordinate NCS/Norms and Standards, ICRM and IHRM peer review assessments within the district, consolidate and submit reports thereof to the next higher levels as may be required. Conduct district quality assurance meetings/workshops and attend provincial quality assurance meetings/workshop. Provide training and update clinical and non-clinical staffs on quality assurance issues. Ensure that clinical and nursing audits are conducted at all institutions to evaluate the quality patient care rendered. Participate in adverse events, complaints and various other related committees to improve quality. Ensure all facilities conduct Patient Experience of Care and Waiting Times surveys. Co-ordinate Batho Pele and good governance programmes. Co-ordinate activities for service excellence. Support all facilities to ensure the attainment of quality compassionate patient care.
- ENQUIRIES APPLICATIONS** : SM Cebekhulu Tel No: (035) 8740 602
: KwaZulu-Natal Zululand Health District Office, Private Bag x 81 Ulundi3838, King Dinuzulu High way, LA Building Ground floor Ulundi, 3838.
- FOR ATTENTION NOTE** : Mr CM Nxumalo Tel No: 035 8740 634
: Applications must be submitted with a signed and dated Z83 Form, obtainable from any Public Service Department, and must be accompanied by a detailed CV, together with originally certified copies of your qualification including an academic

record for all relevant qualification and a Matric certificate. Kindly attach an originally certified copy of a Driver's licence if required and your ID/Passport. Applicants must provide original Service records for all relevant experience, proof of management experience (where it is a requirement), job description for current position and a letter from the respective Human Resources for occupying acting positions. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. Candidates will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competency assessment. Person with disabilities should feel free to apply for the post. Please note that due to financial constraints, no subsistence and travelling payment will be considered to candidates that will be invited to the interview.

- CLOSING DATE** : 04 January 2021
- POST 28/209** : **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. Dorman 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).
27 December 2020

CLOSING DATE

POST 28/210

SALARY

CENTRE

REQUIREMENTS

DUTIES

ENQUIRIES

APPLICATIONS

FOR ATTENTION

NOTE

CLOSING DATE

POST 28/211

SALARY

CASE MANAGER REVENUE DEPARTMENT REF NO: MAN 67/2020 (X1 POST)

Grade 1: R444 276 per annum, 13th Cheque, Medical Aid (Optional), Housing Allowance, (Employee must meet prescribed requirements).

Edendale Hospital

Senior Certificate/Grade 12 or equivalent, Degree or Diploma in General Nursing or equivalent qualification that allows registration with South African Nursing Council(SANC) as a Professional Nurse, A minimum of 3-5 years appropriate / recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing. Current Registration with the SANC as Professional Nurse Certificate of Service endorsed by Human Resources must be attached. Knowledge of legal frameworks in Health act, PFMA, Medical schemes act, UPFS, administration procedure Manual, ICD10 Coding and Procedure Coding. Computer literacy (Microsoft office Suite, MS word, MS Excel), a certificate will be an advantage. Must be driven, customer focused individual with excellent planning, organizing, training, communication (verbal and written) and reporting skills, must have good interpersonal relations and training skill. Must be able to work under pressure. Recommendation: Certificate in case management will be an added advantage.

Communication with Funders, patients and multidisciplinary Health Care Team. Provide an overview of bed occupancy in the hospital at any given moment and ensure the effective and efficient use of beds is in accordance with policies and procedures. Ensure the implementation of centralized bed management to shorten patient waiting time during an emergency and to reduce the number of cancellations for already scheduled patient hospital admissions due to lack of beds. Ensure that patients commence a safe and acceptable discharge plan from admission entitling them to the full utilization of services available within the multidisciplinary team process towards their final discharge from the Hospital. Serve as conduit for all doctors in booking and rescheduling patients for admission. Manage medical aid claim process. Train hospital officials on the utilization of charge sheet. Keep electronic and physical records. Generation of monthly reporting for management. Manage performance and development of staff. Plan, implement and evaluate case management at the facility level. Develop quality improvement plan and in-service training for staff in order to enhance revenue collection. Establish, maintain and participate in the inter-professional and multidisciplinary teamwork that promotes effective health care.

Dr N.T. Nxaba Tel No: (033) 395-4567

All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216.

Mr. T.C. Manyoni

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

05 January 2021

CLINICAL NURSE PRACTITIONER (KWASENGE CLINIC) REF NO: GTN 46/2020

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

**CENTRE
REQUIREMENTS**

Plus 13th Cheque, Plus Rural allowance (12%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional
Greytown Hospital
Diploma/Degree in General Nursing PLUS 1 year post basic qualification in Primary Health Care and Midwifery registration with SANC as a registered and PHC nurse Current S.A.N.C receipt 2020. **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration as General Nurse. **Grade 2:** A minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post –post basic qualification in the relevant specialty. Please provide all you certificate of service from previous and current employer endorsed and stamped by Human Resource Department. Knowledge of Public Service Policy. Knowledge of Batho Pele Principles and Patients' Right Charter. Knowledge of SANC rules and regulations. Good communication, interpersonal and problem solving skills. Knowledge of code of conduct, leadership, organizational, decision making, counselling and conflict management skills. Human Resource and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures. Ability to function well within a team. Sound knowledge of disciplinary processes and grievance procedures.

DUTIES

Ensure data management at all levels. Manage and supervise effective utilisation of allocated resources Demonstrate effective communication with patients , supervisors and other clinicians including report writing monthly and statistics as required Able to plan and organize own work and that of support personnel to ensure nursing care. Diagnose, treat and dispense medication Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all health programmes including NGOs, CBOs and CHWs. Display concern for patients; promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs. Deputize the Operational Manager in charge of the facility. Monitor Infection Prevention and Control within the facility. Assist with performance reviews i.e. EPMS. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of care Ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff. NB: No subsistence and travelling allowance will be paid for interview attendance.

**ENQUIRIES
APPLICATIONS**

Ms BN Mawela Tel No: (033) 413 9400
Should be forwarded: The Chief Executive Officer. Greytown Hospital, Private Bag X5562 Greytown, 3250. Or Hand Delivery: Bell Street Extension, Greytown.

**FOR ATTENTION
NOTE
CLOSING DATE**

Human Resource Manager
People with disabilities and African Male are encouraged to apply.
31 December 2020

POST 28/212

CLINICAL NURSE PRACTITIONER (NTEMBISWENI CLINIC) REF NO: GTN 47/2020

SALARY

Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Plus 13th Cheque, Plus Rural allowance (12%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional

**CENTRE
REQUIREMENTS**

Greytown Hospital
Diploma/Degree in General Nursing PLUS 1 year post basic qualification in Primary Health Care and Midwifery registration with SANC as a registered and PHC nurse Current S.A.N.C receipt 2020. **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration as General Nurse. **Grade 2:** A minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post –post basic qualification in the relevant specialty. Please provide all you certificate of service from previous and current employer endorsed and stamped by Human Resource Department. Knowledge of Public Service Policy. Knowledge of Batho Pele Principles and Patients' Right Charter. Knowledge of SANC rules and regulations. Good communication, interpersonal and problem solving skills. Knowledge of code

		of conduct, leadership, organizational, decision making, counselling and conflict management skills. Human Resource and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures. Ability to function well within a team. Sound knowledge of disciplinary processes and grievance procedures.
<u>DUTIES</u>	:	Ensure data management at all levels. Manage and supervise effective utilisation of allocated resources. Demonstrate effective communication with patients ,supervisors and other clinicians including report writing monthly and statistics as required Able to plan and organize own work and that of support personnel to ensure nursing care. Diagnose, treat and dispense medication Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all health programmes including NGOs, CBOs and CHWs. Display concern for patients; promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs. Deputize the Operational Manager in charge of the facility. Monitor Infection Prevention and Control within the facility. Assist with performance reviews i.e. EPMDS. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of care Ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff.
<u>ENQUIRIES</u>	:	Ms BN Mawela Tel No: (033) 413 9400
<u>APPLICATIONS</u>	:	Should be forwarded: The Chief Executive Officer: Greytown Hospital, Private Bag X5562, Greytown, 3250 Or Hand Delivery: Bell Street Extension, Greytown.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	NB: No subsistence and travelling allowance will be paid for interview attendance. People with Disabilities and African Male are encouraged to apply.
<u>CLOSING DATE</u>	:	31 December 2020
<u>POST 28/213</u>	:	<u>CLINICAL NURSE PRACTITIONER (UKUTHULA CLINIC) REF NO: GTN 48/2020</u>
<u>SALARY</u>	:	Grade 1: R383 226 – R444 276 per annum Grade 2: R471 333 – R579 696 per annum Plus 13th Cheque, Plus Rural allowance (12%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)
<u>CENTRE</u>	:	Greytown Hospital
<u>REQUIREMENTS</u>	:	Diploma/Degree in General Nursing PLUS 1 year post basic qualification in Primary Health Care and Midwifery registration with SANC as a registered and PHC nurse Current S.A.N.C receipt 2020. Grade 1: A minimum of 4 years appropriate/recognizable nursing experience after registration as General Nurse. Grade 2: A minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post –post basic qualification in the relevant specialty. Please provide all you certificate of service from previous and current employer endorsed and stamped by Human Resource Department. Knowledge of Public Service Policy. Knowledge of Batho Pele Principles and Patients' Right Charter. Knowledge of SANC rules and regulations. Good communication, interpersonal and problem solving skills. Knowledge of code of conduct, leadership, organizational, decision making, counselling and conflict management skills. Human Resource and financial management skills. Report writing and time management skills. Knowledge of nursing care processes and procedures. Ability to function well within a team. Sound knowledge of disciplinary processes and grievance procedures.
<u>DUTIES</u>	:	Ensure data management at all levels. Manage and supervise effective utilisation of allocated resources. Demonstrate effective communication with patients ,supervisors and other clinicians including report writing monthly and statistics as required Able to plan and organize own work and that of support personnel to ensure nursing care. Diagnose, treat and dispense medication Work as part of multidisciplinary team to ensure good nursing care at PHC setting in all health programmes including NGOs, CBOs and CHWs. Display concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs. Deputize the Operational Manager in charge of the facility. Monitor Infection Prevention and Control within the facility.

Assist with performance reviews i.e. EPMDs. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of care Ensure that the Batho Pele principles are implemented. Ensure increased accessibility of health services to all community members including staff.

APPLICATIONS : Should be forwarded: The Chief Executive Officer: Greytown Hospital, Private Bag X5562, Greytown, 3250 Or Hand Delivery: Bell Street Extension, Greytown.

FOR ATTENTION NOTE : Human Resource Manager
: NB: No subsistence and travelling allowance will be paid for interview attendance.
: People with Disabilities and African Male are encouraged to apply.

CLOSING DATE : 31 December 2020

POST 28/214 : **CLINICAL NURSE PRACTITIONER REF NO: SAHKWAJALI 07/2020 (X1 POST)**
Re-Advertisement

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

CENTRE REQUIREMENTS : ST Andrew's Hospital: Kwajali Clinic
: Senior Certificate. Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. **Grade 2:** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Skills: Knowledge of nursing care and processes and procedures, Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross cultural awareness.

DUTIES : To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources.

ENQUIRIES APPLICATIONS : Mrs VV Ncume Tel No: 039-4331955 EXT 286
: should be forwarded: The Chief Executive Officer: St Andrews Hospital, Private Bag x1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.

FOR ATTENTION NOTE : Human Resource Manager
: People with disability and African male are encouraged to apply

CLOSING DATE : 08 January 2021

POST 28/215 : **CLINICAL NURSE PRACTITIONER REF NO: SAHXHAM 08/2020 (X1 POST)**

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

CENTRE : ST Andrew's Hospital: Xhamini Clinic

<u>REQUIREMENTS</u>	:	Senior Certificate. Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as a General Nurse, Midwifery and Primary Health Care Nurse. Grade 1: Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. Grade 2: Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Skills: Knowledge of nursing care and processes and procedures, Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross cultural awareness.
<u>DUTIES</u>	:	To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources.
<u>ENQUIRIES</u>	:	Mrs VV Ncume Tel No: 039-4331955 EXT 286
<u>APPLICATIONS</u>	:	should be forwarded: The Chief Executive Officer: St Andrews Hospital, Private Bag x1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>NOTE</u>	:	People with disability and African male are encouraged to apply
<u>CLOSING DATE</u>	:	08 January 2021
<u>POST 28/216</u>	:	<u>PROFESSIONAL NURSE SPECIALTY: ADVANCED MIDWIFERY REF NO: SAH 07/2020 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum Other Benefits: 13 th Cheque, 12% Rural Allowance, Home Owners Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)
<u>CENTRE</u>	:	ST Andrews Hospital: Maternity Ward
<u>REQUIREMENTS</u>	:	Grade 1: Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Advanced Midwifery and Neonatal Nursing Science. Grade 2: Diploma/ Degree in General Nursing and Midwifery PLUS 1 year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience in the specific specialty, after obtaining the one year post basic qualification in the relevant specialty. Current registration with SANC as a General Nurse, Midwifery and Advanced Midwifery and Neonatal Nursing Science. Skills: Knowledge of nursing care and processes and procedures. Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients rights charter.

- DUTIES** : Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDs as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment.
- ENQUIRIES** : Mrs Mr Singh Tel No: 039 433 1955 EXT 211
- APPLICATIONS** : Should be forwarded: The Chief Executive Officer. ST Andrews Hospital, Private Bag X1010 Harding, 4680 or Hand Delivery: 14 Moodie Street, Harding 4680.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : People with disabilities and African Males are encouraged to apply
- CLOSING DATE** : 08 January 2021
- POST 28/217** : **CLINICAL NURSE PRACTITIONER (AMAZIZI CLINIC) REF NO: EMS/ 35/2020**
- SALARY** : R383 226 – R444 276 per annum, Plus 13th Cheque, Plus Rural allowance (8%). Plus Housing Allowance (employee must meet prescribed requirements), Plus Medical Aid (Optional)
- CENTRE** : Emmaus Hospital
- REQUIREMENTS** : Grade 12/ Standard 10 Basic R425 Qualification (i.e. Diploma/Degree) in General Nursing with Midwifery registration certificate with SANC as a Professional Nurse in General Nursing and Midwifery Post Basic Diploma in Clinical Nurse SANC as a General and Primary Health Care SANC receipt (2020). Experience: **Grade 1:** Minimum of four years (4) years appropriate recognizable in nursing after registration as professional nurse with the SANC in General nursing plus Clinical Nursing Science. **Grade 2:** a minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post –basic qualification in the relevant specialty. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge & Skills: Relevant legal framework such as Nursing Acts, Mental Acts, OH&S Acts, Batho Pele and Patients' Right Charter ,Labour Relations Act , Grievance procedure ect. Leadership ,organizational decision making and problem solving ,conflict Handling and counselling, Demonstrate understanding of legislation, related legal and ethical nursing practice with a PHC environment Work as a part a multi-disciplinary tem to achieve vision of GATE CLINIC Report writing and tome management Ability to provide mentoring and coaching to her / his supervisees Good communication and interpersonal skills Ability to work under pressure Knowledge of National Core Standard, six key priorities and seven domains NIMART training will be an advantage.
- DUTIES** : Provide quality comprehensive Primary Health Care promoting preventative, curative and rehabilitative service for the client and community Always promoting scientific quality nursing care by function as a therapeutic team Coordinating between Hospital and community and preventing medico-legal hazards Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account Ensure Batho Pele Principles are implemented Responsible for screening, diagnosis and management of patients at PHC Level. Actively participate in Outreach Campaigns Implement infection prevent and control policies and guidelines Ensure efficient and economical utilization of all resources To promote youth friendly service Effective data management Ensuring 90/90/90 strategy is implemented.
- ENQUIRIES** : Ms D.Z Hlongwane Tel No: 036 488 1570 EXT: 8312

- APPLICATIONS** : Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry (Ms. A.N Ngubane) Emmaus Hospital.
- FOR ATTENTION NOTE** : Human Resource Manager
: Application should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive detailed CV and certified copies of qualification certificates, service certificate including ID and (certified copies of certificates should not be older than three months) No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful.
- CLOSING DATE** : 04 January 2021
- POST 28/218** : **CLINICAL NURSE PRACTITIONER REF NO: PHO 11 /2020**
Component: Gwala Clinic
- SALARY** : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits: 13th cheque, Medical Aid (optional), Home Owner's Allowance (Terms and conditions apply), 8% Inhospitable Allowance.
- CENTRE REQUIREMENTS** : Pholela Community Health Centre
: Senior Certificate or equivalent qualification plus; Basic R425 qualification i.e. Diploma /Degree in Nursing that allows registration with the South African Nursing Council as a Professional Nurse; plus. Post Basic Nursing qualification in Primary Health Care with duration of 1 year accredited with South African Nursing Council. (Provide detailed proof of experience endorsed by Human Resource Component not certificate of service-Z17). **Grade 1:** A minimum of 4 years recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. **Grade 2:** A minimum of 14 years recognizable experience in nursing after registration as Professional Nurse with the South African Nursing Council in General Nursing. At least 10 years of the period referred to above must be recognisable experience in the Primary Health Care speciality after obtaining the 1 year post basic qualification in Primary Health Care. Knowledge, Skills and Competencies required for the post: Knowledge of Nursing Legislation and related legal and ethical nursing practices. e.g. Nursing Act, Health Act, Occupational Health And Safety Act, Patient Right's Charter, Batho-Pele Principles etc. Communication skills, written and spoken; Interpersonal Relations and diversity management skills Planning, organising and execution skills; Teamwork; Willingness to respond to patient's needs, requirements and expectations.
- DUTIES** : Provide a clinical nursing practice in accordance with the scope of practice and nursing standards in line with institutional operational plan. Promote quality of nursing care as directed by the professional scope of practice and standards in line with facility operational plan. Provide role of your work effectively, co-operatively, amicably with diverse intellectual, cultural, racial or religious differences. Assist in conducting orientation and induction to all new staff members. Assist the unit manager with overall management and necessary support for effective functioning in the facility. Strengthen and ensure implementation of IDEAL clinic strategies. Participate in multidisciplinary teams (OSS) and outreach services with stakeholders including NGO's, other governmental departments.
- ENQUIRIES APPLICATIONS** : Mr SV Ngcobo Tel No: 039-8329491
: Should be forwarded to: The District Director, Private bag X 502, Ixopo, 3276. OR Hand delivered to: Human Resource Office, 111 Main Street, Ixopo, 3276.
- FOR ATTENTION NOTE** : Mrs ZR Dladla: DD HRM
: The following documents must be submitted and certification of documents must be within 6 months: Application for Employment Form (Z83), which is available from any Government Department OR the web site www.kznhealth.gov.za.

Certified copies of Senior Certificate/Grade 12 or equivalent plus highest educational Qualifications- not copies of certified copies plus proof of current registration with SANC (2020 receipt). Detailed Curriculum vitae. Certified copy of Identity Document and Certified copy of driver's license. Proof of Experience endorsed by Human Resource Component which specifies duties of the post occupied per period. Reference number must be indicated in the column provided on the form Z83. NB: Failure to comply with the above instructions will disqualify applicants. This Department is an equal opportunity, affirmative action employer whose aim is to promote representativeness in all occupational categories in the department. People with disability must feel free to apply. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. If you have not been contacted within two (2) weeks after the closing date, please accept that your application was unsuccessful. Due to financial constraints, No S&T claims will be compensated to shortlisted candidates. 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) and proof of experience.

<u>CLOSING DATE</u>	:	30 December 2020 at 16H00
<u>POST 28/219</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (MATERNITY) ADVANCED MIDWIFRY REF NO: ITSH 22/2020</u>
<u>SALARY</u>	:	Grade 1: R383 226 per annum. Other benefits: 12% rural allowance of basic salary, 13 cheque, housing allowance (employee must meet prescribed requirements and Medical Aid (optional)
<u>CENTRE REQUIREMENTS</u>	:	Itshelejuba Hospital (Maternity Ward)
<u>REQUIREMENTS</u>	:	Senior Certificate/ Grade 12 or equivalent qualification. Degree/ National Diploma in general nursing and Midwifery. A Post Basic qualification with duration of at least one year accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. Current Registration with SANC as a General Nurse and Midwifery. NB: Proof of current and previous experience endorsed By Human Resource Department must be attached. Experience: Grade 1: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least ten years of the period referred to above must be appropriate/recognizable experience in Maternity after obtaining the 1 year Post Basic qualification in Midwifery and Neonatal Nursing Science. Certificates of service must be attached as proof of experience. Knowledge, Skills, Training & Competencies Required: Knowledge of nursing care process and procedures, nursing statuses and other relevant legal framework. Good communication skills, verbal, written leadership, interpersonal problem solving, conflict management and decision making skills. Co- ordination and liaison skills, Knowledge of public services policies Act, and Regulations, Knowledge of Labour Relations Act, disciplinary and grievances procedures, Knowledge of Nursing Act, Occupational Health and Safety Act off 1995. Knowledge and implementation of Batho Pele Principles, Patient's Rights Charter and Code of Conduct.
<u>DUTIES</u>	:	Perform clinical nursing in accordance with the scope of practice and nursing standards. To execute duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties/ functions within the prescripts of all applicable legislation. Maintain client satisfaction through quality service, innovation and professional nursing care by uploading the principles of Batho Pele and the standards sets by the accreditation process, Ensure proper utilization of the resources and exercise care of the Government Property and HR. Compile and analyze monthly statistics and use the information for the future planning. Maintain clinical competence by ensuring that specific principles of nursing care are within the legal requirement. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Ensure ongoing education and staff training in ESMOE, CARMA, PMTCT, MBFHI, etc. Provision of

quality maternal and neonatal care through setting of standards. Participate in the implementation of National Priorities clinical guidelines and protocol e.g. IPC, Quality Assurance etc. Maintain accurate and complete patient records. Participate in Health Promotion and illness prevention initiatives. Participate in the formulation and analysis of standard operating procedures and ensure that these are in accordance with the current statutory regulations and guidelines. Assist unit manager with overall management and support for the effective functioning of the unit. Attend sub district and district perinatal meetings. Conduct clinical audit and compile summary report in order to monitor implementation of guidelines and protocols. Ability to work independently in all sections of the unit. Participate in the implementation of priority programs and strategies to reduce morbidity and mortality, to take charge of the unit during the absence of Operational Manager in charge and to manage the unit accordingly.

- ENQUIRIES** : All enquiries should be directed to Mrs TG Msibi Tel No: 034-4134000
- APPLICATIONS** : All applications must be addressed to Itshelajuba Hospital Private Bag x0047 Pongola 3170 or hand delivery to Human Resource section.
- NOTE** : An application for Employment Form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za Certified copies of ID documents, Std10, 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 for 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 z83, e.g. ref ITSH 1/2018. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to pre-employment screening and verification process. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payments of S&T claims.
- CLOSING DATE** : 31 December 2020
- POST 28/220** : **ASSISTANT DIRECTOR: HRM REF NO: PHO 08 /2020**
Component: Human Resource Management
- SALARY** : R376 596 per annum (Level 09) plus Other Benefits: 13th cheque, Medical Aid (optional), Home Owner's Allowance (Terms and conditions apply).
- CENTRE** : Pholela Community Health Centre
- REQUIREMENTS** : Grade 12 / National Senior Certificate or equivalent plus. An appropriate Bachelor's. Degree / National Diploma in Public Administration or Public Management OR National Diploma in Human Resource Management, Plus three (3) years supervisory experience in HRM component. (Provide proof of experience with details of duties performed per period endorsed by HRM not certificate of service). Recommendation: Valid driver's license code B. PERSAL certificates. MS word packages certificates. Knowledge, Skills, Training and Competencies Required: Knowledge of finance as well as relevant acts and regulations. Sound management, negotiation, interpersonal and problem solving skills. Good verbal and written communication skills. Good planning and organizational skills. Quality Assurance and consequence management implementation skills. Ability to make independent decisions. Extensive analytical skills and high levels of accuracy are required. PERSAL Knowledge.
- DUTIES** : Advise Managers on all aspects pertaining to Human Resource Management. Manage Human Resources Planning, Development and EPMDs in support of service delivery imperatives. Manage training needs analysis and develop training plans in respect of Human Resources. Manage Employees Health and Well ness Programme in order to enhance employee productivity, safety and morale. Plan in order to mitigate and eliminate risks. Manage Human Resource Provisioning and Practices in line with prevailing legislation prescripts and policies. Manage Labour Relations matters and ensure effective employment relations. Supervise Staff and manage day to day functioning of Human Resources component in the institution

to ensure the rendering of high quality services. Ensure effective, efficient and economical utilization of resources allocated to the institution including development of staff. Develop Human Resource Plan and Employment Equity Plan for the institution and ensure that they are put into practice.

ENQUIRIES

APPLICATIONS

FOR ATTENTION

NOTE

- : Dr. Zuma-Gwala N – CEO/Medical Manager Tel No: 039 8329491
- : Should be forwarded to: The District Director, Private bag X 502, Ixopo, 3276. OR Hand delivered to: Human Resource Office, 111 Main Street, IXOPO, 3276.
- : Mrs ZR Dladla: DD HRM
- : The following documents must be submitted and certification of documents must be within 6 months: Application for Employment Form (Z83), which is available from any Government Department OR the web site www.kznhealth.gov.za. Certified copies of Senior Certificate/Grade 12 or equivalent plus highest educational Qualifications- not copies of certified copies plus proof of current registration with SANC (2020 receipt). Detailed Curriculum vitae. Certified copy of Identity Document and Certified copy of driver's license. Proof of Experience endorsed by Human Resource Component which specifies duties of the post occupied per period. Reference number must be indicated in the column provided on the form Z83. NB: Failure to comply with the above instructions will disqualify applicants. This Department is an equal opportunity, affirmative action employer whose aim is to promote representativeness in all occupational categories in the department. People with disability must feel free to apply. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. If you have not been contacted within two (2) weeks after the closing date, please accept that your application was unsuccessful. Due to financial constraints, No S&T claims will be compensated to shortlisted candidates. 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) and proof of experience. The EE target for the post is an African Male.
- : 30 December 2020 at 16H00

CLOSING DATE