

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

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



- APPLICATIONS** : The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or hand delivered to: The Chief Registry Clerk, 14th Floor North Tower, Natalia 330 Langalibalele Street, Pietermaritzburg
- FOR ATTENTION** : Mr LA Nyilenda
- CLOSING DATE** : 25 June 2021 (Applications received after this date will not be accepted).
- NOTE** : Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV together with originally certified copies of qualifications, driver's license and ID. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from State Security on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful.

OTHER POSTS

- POST 20/297** : **DEPUTY DIRECTOR: EPWP COORDINATION REF NO: 1/2021(MLEDS)**
Chief Directorate: Municipal Local Economic Development Support
Directorate: EPWP
- SALARY** : R733 257 per annum, (All inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Public Administration/ Developmental Studies/Social Science or a related qualification coupled with 3-5 years junior management experience in the EPWP environment. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of PSR and PSA, PFMA and relevant legislation, Knowledge of policy analysis and technical consulting, Knowledge of Project management, research and analysis of data, Practical demonstration of knowledge and skills in community works programmes, Knowledge of poverty alleviation strategies, community awareness and municipal legislation and workings, Awareness and understanding of the cultural climate within the Public Service, Knowledge of monitoring and evaluation processes and systems, strategic capability and leadership skills, Problem solving and analysis, decision making and team leadership skills, Creativity, financial management and customer focus and responsiveness skills, People management, planning and organising skills, Conflict management and negotiation skills, Analytical, problem solving and presentation skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 drivers license.
- DUTIES** : The successful candidate will be required to coordinate and support interventions and flagship programmes including CWP with the following key responsibilities: Develop and implement EPWP policies and strategies, Ensure the implementation of new job creation initiatives to maximise employment of targeted groups, Coordinate and report on community works and food for waste programmes through the establishment of committees, Support municipalities with compliance of EPWP initiatives, Manage the resources of the Directorate.

- ENQUIRIES** : Mr N Moloi at Tel No: 033 8975604
- POST 20/298** : **ASSISTANT DIRECTOR: EPWP COORDINATION REF NO: 2/2021(MLEDS)**
Chief Directorate: Municipal Local Economic Development Support
Directorate: EPWP
- SALARY** : R376 596 per annum
CENTRE : Pietermaritzburg
REQUIREMENTS : The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Public Administration/ Developmental Studies/Social Science or a related qualification coupled with 3-5 years experience in the EPWP environment or community work programme. Essential Knowledge, Skills and Competencies Required: The successful candidate must have: Knowledge of PSR and PSA, PFMA and relevant legislation, Knowledge of policy analysis and technical consulting, Knowledge of project management, research and analysis of data, Practical demonstration of knowledge and skills in community works programmes, Knowledge of poverty alleviation strategies, community awareness and municipal legislation and workings, Awareness and understanding of the cultural climate within the Public Service, Knowledge of monitoring and evaluation processes and systems, Strategic capability and leadership skills, Problem solving, analysis, decision making and team leadership skills, Creativity, financial management, customer focus and responsiveness skills, People management, planning and organising skills, Conflict management and negotiation skills, Analytical, problem solving and presentation skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 drivers license.
- DUTIES** : The successful candidate will be required to coordinate the implementation of expanded public works programme initiatives with the following key responsibilities: Provide advice and guidance and input to EPWP and CWP policies and strategies, Provide administrative support in the implementation of CWP, Provide support in the implementation of internal employment expansion programmes (flagship programmes), Facilitate framework compliance of municipal community development initiatives, Provide operational support for ongoing LED projects post grant support, Supervise staff.
- ENQUIRIES** : Mr N Moloi at Tel No: 033 8975604

DEPARTMENT OF HEALTH

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

MANAGEMENT ECHELON

- POST 20/299** : **DIRECTOR: LABOUR RELATIONS REF NO: G67/2021**
- SALARY** : R1 057 326 per annum (Level 13)
CENTRE : Cluster: Human Resource Management Services
REQUIREMENTS : An undergraduate qualification (NQF 7) as recognized by SAQA in Human Resources Management or Labour Relations. PLUS Five (5) year's Middle/Senior Managerial experience in Labour Relations environment. PLUS Unendorsed valid Code EB driver's License (code 8). For the Pre-Entry Certificate for SMS, any individual may register for the course and complete such in anticipation of wishing to apply for a SMS post in future. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-courses/sms-pre-entry-programme/>. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. However, prior to an appointment being made to any SMS post, the appointee to such a post must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training and

Competence Required:-The incumbent of this post will report to Chief Director: Human Resource Management Services and will be responsible to effective and efficient Employer-Employee Relations in the Department:-must be Computer Literate in MS Word Office Software Applications and Persal, have analytical skill, Verbal and written communication skill, Report writing skill, Negotiation, Policy Development, Facilitation, Advisory, Presentation, Promotional and Management Skill. - Expert knowledge of the legislative and policy imperatives informing the area of operation. The knowledge of Dispute resolution, disciplinary and grievance matters. The knowledge of Public Act, 1994 and Promotion of Access information Act, 2000. The knowledge of Protected Disclosure Act, 2000 and KZN Health Act, 2003. The knowledge Constitution of the General Public Service Bargaining Council. The knowledge of Constitution of the Public Health and Welfare Sector Bargaining Council and Bargaining Council Relations.

DUTIES

: Manage the collective bargaining services in the Department: Ensure the negotiations and management of agreements in the Departmental Bargaining Chamber. Ensure the communication of resolutions and decisions of the Collective Bargaining Forums to the employees of the Department. Ensure the co-ordination of the employer caucus process. Ensure the submission of management reports. Manage the dispute resolution services for the Department: Ensure the development, implementation and revision of labour relations policies, codes and practices. Ensure the management of grievances, disputes and disciplinary matters. Ensure the provisioning of transversal labour relations support to the Department. Ensure the submission of management reports. Manage the Labour Relations monitoring and evaluation service in the Department: Ensure the development, implementation and maintenance of a labour relations monitoring and evaluation system. Ensure the facilitation of capacity building programmes on transversal labour relations matters. Ensure the monitoring, evaluation and reporting on the implementation of departmental labour relations strategies, programmes, policies, reports. Ensure the co-ordination of labour relations queries from the Office of the Auditor-General. Ensure the provisioning of administrative support services to the Directorate: Administer activities in order to ensure an adequate information flow. Ensure that information produced for reports is well researched and reliable. Ensure the provision of professional secretariat services inclusive of venue arrangements, development of agendas, minutes and workshop reports. Ensure the provision of user-friendly archiving and document retrieving services for the Directorate. Ensure the effective, efficient and economical management of allocated resources of the Directorate: Manage the financial resources. Manage the human resources e.g. attendance, leave management, performance management and development etc. Manage the allocated assets. Manage potential risks and mitigation strategies.

**ENQUIRIES
APPLICATIONS**

: Mr GS Dlamini Tel No: 033 395 2902
 : should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower.

**FOR ATTENTION
NOTE**

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

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

CLOSING DATE : 21 June 2021

OTHER POSTS

POST 20/300 : **HEAD CLINICAL DEPARTMENT REF NO: HCDOPHTHAL/1/2021 (X1 POST)**
Department: Ophthalmology

SALARY : R216 1416 per annum, (all-inclusive salary package), (excluding commuted overtime)

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Registration with the Health Professional Council of South Africa as Medical Specialist -Ophthalmology. A minimum of seven (7) years' experience after registration with the HPCSA as a Medical Specialist in Ophthalmology and must include experience in clinical management as a Head Clinical Unit. MMed or equivalent (MMed -Ophth) and/or a PhD and/or an established and demonstrated record of research experience (5 or more publications in peer reviewed journals) and /or evidence of supervision of registrars /fellows (3 or more candidates) will be an advantage. Recommendation: Evidence of quality teaching and learning practice. Evidence of management and administrative skills. Computer literacy and A valid driver's license. Knowledge, Skills, Training and Competence Required: Skills: Clinical, procedural and training skills. Counselling and conflict resolution skills. Leadership, administration, management skills, programme planning, strategic planning supported by evidence of experience in these areas. Assessment of patients within his/her field of expertise. Ability to communicate at a higher level. Ability to network with management at all levels within the Provincial structures. Knowledge and an understanding of the Public Finance Management Act and its implications for departmental budgeting. Knowledge and an understanding of the Postgraduate Education regulations and requirements as determined by the Health Professions Council of South Africa.

DUTIES : Manage the Discipline of Ophthalmology within the Department of Health and the Nelson Mandela School of Medicine. Coordinate and develop expertise for teaching and research in Ophthalmology. Undertake service delivery in Ophthalmology at IALCH & McCords hospital. Provide a high standard, cost effective clinical care to Ophthalmology Department to produce their best within difficult working budget. Motivate other more junior staff in the Ophthalmology Department to produce their best. Provide high quality training to post graduate students and teaching to undergraduate students. Undertake and monitor research. Develop, coordinate and manage all Ophthalmology services. Monitor EPMDS and performance of staff. Participate in conducting examinations. Promote clinical governance and monitor outputs and outcomes.

ENQUIRIES : Dr LP Mtshali Tel No: 031 2401124

APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

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. It is the applicant's responsibility to have the 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. 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** : 21 June 2021
- POST 20/301** : **MEDICAL HEAD CLINICAL UNIT REF NO: GJGM 33/2021 (X1 POST)**
Component: Accident and Emergency
- SALARY** : R1 728 807 per annum, (All inclusive package), excluding commuted overtime (employee must meet the prescribed requirements) plus 18% Inhospitable allowance of the basic
- CENTRE** : General Justice Gizenga Mpanza Regional Hospital (Stanger Hospital)
- REQUIREMENTS** : A qualification in the appropriate Health Science, PLUS Registration with the Health Professions Council of South Africa as a Specialist in Accident and Emergency. At least three years post registration experience as a specialist in Accident and Emergency. Recommendation: Research experience and management training. PLUS: Certificate of service Endorsed by Human Resource department. Knowledge, Skills, Experience and Competencies: Good interpersonal relationship. Good communication, team building and motivational skills. Clinical knowledge of general practice at a District / Regional Hospital level. Experience with Pre-Hospital EMRS systems and clinical management of trauma patients. Experience with Disaster Medicine and Practices. Knowledge of current Health and Public Service Legislation, Regulations and Policy including Medical Ethics, Epidemiology and statistics. Information management and quality assurance experience. Compulsory Commuted overtime as per hospital needs and departmental policy. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications.
- DUTIES** : Provision of high quality emergency medicine and trauma services at a regional hospital. To ensure maintenance of standards of care and implementation of quality improvement programs within the department. Formulate and monitor implementation and compliance with policies and procedures for medical emergency services. Management of Human Resources in all areas of the Emergency Medicine and Trauma department. Ensure supervision of and support of interns, community services officers and all junior staff. Lead training and formal teaching in the department. Ensure multidisciplinary approach and efficient utilization of available resources in the emergency medicine and trauma department. To oversee and manage the integration of the pre-hospital services (EMRS) with the hospital emergency services. To achieve and sustain acceptable waiting times in line with existing norms and standards for emergency units. To assist in developing and sustaining a functional hospital disaster plan. To develop relationships with academic institutions and facilitate the accreditation of the Unit for training purposes. To conduct and promote operational research.
- ENQUIRIES** : Dr G Lopez (Medical Manager) Tel No: 032- 437 6001
- APPLICATIONS** : to be forwarded to: Human Resources Department, The Human resource manager, GJG Mpanza Regional Hospital, Private Bag x10609, Stanger, 4450
- FOR ATTENTION** : Mr. S. Govender
- NOTE** : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. GJGM 33/2021 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been

contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Please note that due to financial constraints this institution will not reimburse candidates for S & T claims for attending interviews. The employment equity target for this post is an African male.

- CLOSING DATE** : 21 June 2021
- POST 20/302** : **MEDICAL SPECIALIST – GENERAL SURGERY (GRADE 1, 2, 3) REF NO: GS 29/21**
Component: General Surgery
- 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. Employee must 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. Employee must sign the commuted overtime contract form.
Grade 3: R1 467 651 per annum 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. Employee must sign the commuted overtime contract form.
- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg Metropolitan Hospitals Complex
Minimum Requirements: Senior Certificate or equivalent. Appropriate qualification in Health Science (MBChB Degree or equivalent) Current registration (2021-2022) with the Health Professions Council South Africa. Appropriate academic qualification registrable with Health Professions Council South Africa as a Specialist Surgeon and for Independent practice. **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. This post would be suitable for candidates who have recently passed their specialist examinations and completed registrar time. In the event that a candidate who is eligible for specialist registration, but has not received such registration is successful in his/her application for this post, the appointment will be at their current salary level, with an upgrade to Specialist Grade 1 once registration is received. Knowledge, Skills, training and Competency Required: Knowledge of appropriate specialist level procedures and protocols within the field of general surgery with an interest in Breast and Endocrine surgery. Sound knowledge of Human Resource management. Financial Management – monitoring of expenditure, Essential Drug List, Management functions- policy analysis and implementation, strategic management, project management, information management, total quality management and improvement, legal aspects, patient care and service delivery, applicable mandatory requirements and Acts, Regulations, Protocols and Guidelines used in Health Services.
- DUTIES** : Participate in the delivery of in-patient and out-patient general surgery service within the Pietermaritzburg Metropolitan Hospitals Complex based at Grey's hospital. Management of patients requiring renal access surgery. Management of the surgical database, inter-disciplinary coordination of the management of general surgery patients, supervision of the surgical trainees rotating through the unit, ensuring the highest standards of clinical, professional, and ethical behaviour, undertake teaching of interns, undergraduate medical students, postgraduate general surgery trainees, and allied health care personnel conduct, assist, and

stimulate research within the ethical guidelines of the Health Care Act, promote education in cancer prevention. Develop management protocols for the general surgery service in accordance with the Hospital and Department policies; Provide appropriate surgical care to general surgery patients; Maintain the effective and efficient utilisation of human resources in respect of: overseeing and supervising general surgery staff in the execution of their duties; training staff and promoting ongoing staff development in accordance with their individual and departmental development needs; recruiting and selecting staff in accordance with government prescripts; assessing performance of general surgery staff; allocating general surgery personnel to respective wards and call roster. Provide measures and guidance on quality assurance to comply with set quality standards; Incumbent to provide general surgery outreach services in the Pietermaritzburg Metropolitan Hospitals Complex and Area 2. Foster collaboration with other hospitals within and outside the district; Exercise cost control over the activities of the department in line with the allocated budget; Participate in all academic and clinical meetings of the general surgery Department; Participate in departmental research activities. Accept responsibility for continuous professional development to keep up to date with new developments in the field of expertise and related fields. Any other duties as assigned by the Head of Department.

- ENQUIRIES** : Dr V Govindasamy Tel No: 033 897 3379
- 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, certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 29/21. 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). It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. The employment equity target for this post is: African Male
- CLOSING DATE** : 21 June 2021
- POST 20/303** : **MEDICAL OFFICER REF NO: GJGM 32 /2021 (X1 POST)**
COVID 19 PROGRAM
Component: Family Medicine
- SALARY** : Grade 1: R821 205 per annum all-inclusive package + a Fixed commuted overtime & 18% Inhospitable Allowance.
Grade 2: R938 964 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance.
Grade 3: R1 089 693 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance
- CENTRE** : General Justice Gizenga Mpanza Regional Hospital (Stanger Hospital)
- REQUIREMENTS** : **Grade 1:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. **Grade 2:** A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Five (5) years post registration experience as a Medical Practitioner. **Grade 3:** A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Ten (10) years post registration experience as a Medical Practitioner.

Knowledge, Skills and Experience Required: A sound knowledge and clinical skills associated with practice of Family Medicine and Emergency Medicine, at Primary Health Care, district and regional level. Sound teaching and supervisory abilities. The ability to function as part of a multidisciplinary team. Good communication and interpersonal skills. NB. Performance of Commuted Overtime is compulsory and will be worked in the Covid 19 department based on the needs of the institution. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications.

DUTIES : Provision of high quality comprehensive Clinical services in adults and children at PHC, District and Regional levels of care. Participate in outreach services and visit clinics within the KwaDukuza Sub-District. Facilitation of staff training and ongoing medical education. Assist in supervision and mentoring of junior staff. Support all developments and QIP for Stanger Hospital and KwaDukuza Sub-District. Assist managers and Head of Department with the effective running and co-ordination of all Facets of Department of Family Medicine, i.e: PHC, Crisis Centre, Occupational Health, and other relevant areas as well as priority health programs (HVI/TB/STIs, MCWH). Assist with quality improvement programmes, meetings and clinical audits. Assist with multidisciplinary communication to ensure continuum of care. To provide training to nurses, junior staff, interns and medical students. Provide clinical care for Covid 19 patients in Covid 19 wards, flue clinic and relevant department. Support vaccination site as per allocations.

ENQUIRIES : Dr G Lopez Tel No: 032 4376001
APPLICATIONS : to be forwarded to: Human Resources Department, The Human resource manager, GJG Mpanza Regional Hospital, Private Bag x10609, Stanger, 4450

FOR ATTENTION : Mr. S. Govender
NOTE : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. GJGM 32/2021.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s).This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.Please note that due to financial constraints this institution will not reimburse candidates for S & T claims for attending interviews. The employment equity target for this post is an African male.

CLOSING DATE : 21 June 2021

POST 20/304 : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: G68/2021 (X2 POSTS)**

SALARY : R733 257 per annum (Level 11), (An all Inclusive MMS salary package)
CENTRE : Cluster: Human Resource Management Services

REQUIREMENTS : An appropriate B-degree or equivalent qualification Human Resource Management/Labour Relations/Public Administration. PLUS 5 years management experience in Labour Relations environment. PLUS Unendorsed valid Code B driver's license (Code 8).All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills Training and Competencies Required: Provide specialist Employer-Employee Relations advice and guidance to Institutions and

other organisational units within the allocated service area. Analyse appeal applications submitted for consideration by the Head of Department and provide technical advice to inform fair decision-making processes. Formulate departmental mandates to enable representation at Dispute Resolution Forums. Facilitate Bargaining Chamber. Formulate policies, investigate, mediate and facilitate the resolution of disputes at the lowest possible level. Facilitate Employer-Employee Relations capacity building initiatives at Institutions. Provide technical assistance relating to Employer-Employee Relations matters to Institutions and other organisational units. Ensure the effective and efficient utilization of resources allocated to the Sub-Component, including the development of staff. Key aspects related to the area of operation: Expert knowledge and understanding of the operational Human Resource Management framework. Expert knowledge of the legislative and policy imperatives informing the area of operation. Ability to analyse complex information relating to Human Resource Management and to utilise the information to identify trends, progress and potential problems. Ability to prioritise issues and other work related matters and to comply with time frames set. High level of communication skills, both written and verbal. Ability to capture in writing the essence of findings in concise, clear language. The ability to mediate and negotiate is essential in the area of operation.

DUTIES

: Assist with the development and facilitate the implementation and monitoring of policies, procedures and processes to ensure: Appropriate representation and mandates to deal with CCMA cases; Professional and constructive participation at KZNPBDSBC and other forums; Resolutions of disputes at the lowest appropriate organisational level; and Effective and efficient functioning of Institutional Management Labour Committees. Provide specialist Employer-Employee Relations advice, guidance and services to Institutions and other organizational units, including: Investigation of exceptional cases referred to the Sub-Component by the Head of Department; Cases referred for the attention of the Appeals Committee; and Technical advice to the Head of Department, Executing Committee and the Chief Operating Officer to deal with disputes and labour unrest, in accordance with the legislative imperatives and core values of the Department. Facilitate Employer-Employee Relations capacity building initiatives at Institutions, including: Dissemination of clear guidelines relating to the responsibilities of all Managers and Supervisors; and Advising on the consequences of non-performance and non-compliance with Employer-Employee Relations responsibilities Assist with the formulation of departmental mandates and representation of the Department at Disciplinary and Dispute Resolution Forums. Ensure the effective and efficient utilisation of resources allocated to the Sub-Component, including the development of staff.

**ENQUIRIES
APPLICATIONS**

: Mr GS Dlamini Tel No: 033 395 2902
 : should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower.

**FOR ATTENTION
NOTE**

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

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

- CLOSING DATE** : 21 June 2021
- POST 20/305** : **CLINICAL PSYCHOLOGIST GRADE 1, 2, 3 REF NO: GTN 11/2021**
- SALARY** : Grade 1: R713 361 per annum
Grade 2: R832.398 per annum
Grade 3: R966 039 per annum
An all-inclusive package & 16% Rural Allowance
- CENTRE REQUIREMENTS** : Greytown Hospital
: Senior Certificate/Grade 12. Proof of current registration with HPCSA as Clinical Psychologist. Proof of current and previous work experience endorsed and stamped by Human Resources. **Grade 1:** Masters in Clinical Psychology plus Registration with the Health Professional Council of South Africa (HPCSA) as a Psychologist plus one year experience after registration as a Psychologist with a recognized foreign health professional council, in respect of foreign qualified employees of whom it is not required to perform community services as required in South Africa: **Grade 2:** Masters in Clinical Psychology plus. Registration with the Health Professional Council of South Africa (HPCSA). Eight (8) years' experience after registration as with HPCSA as a psychologist. Nine (9) experience after registration as a Psychologist with recognized. Foreign health professional council, in respect of foreign qualified employees whom it is not required to perform community services as required in South Africa: **Grade 3:**Registration with the Health Professional Council of South Africa (HPCSA) as a psychologist plus Sixteen (16) years after registration with HPCSA as a Psychologist Requires seventeen (17) years' experience after Registration as Psychologist with a recognized foreign health professional council, in respect of foreign qualified employees whom it is not required to perform community service as required in South Africa. Recommendations: Valid drivers' license. Non- South African citizen applicants-a Valid Work Permit in conformance with HR circular 49/2008 obtainable from any government department and an Endorsement certificate from FWMP. Sound clinical knowledge regarding Clinical Psychology diagnostic assessment and therapeutic procedures and manuals Knowledge and the ability to administer and interpret psychometric tests. Ability to function in a multi-disciplinary team. Excellent communication and interpersonal relationship skills. Quality Assurance and improvement. Knowledge of research methodology and ethical code of conduct. Knowledge of relevant legislation. Problem solving skills. Planning and organising. Psycho- legal assessments.
- DUTIES** : Assess persons by means of clinical interviews. Provide effective administration of clinical work. Deliver a comprehensive psychological services in relevant area of operation. Co-operate and communicate effectively with multi-professional members. Administer and write reports on psychometric assessments. Ability to conduct individual, group and family psychotherapy. Ability to communicate with patient and relatives. Maintain accurate records and statistics. Offer outreach services.
- ENQUIRIES APPLICATIONS FOR ATTENTION NOTE** : Dr. KJ Gabela Tel No: (033 4139 400)
: forwarded to: Human Resource Manager, Private bag X 5562, Greytown, 3250.
: Mr. P Shange
: Directions to Candidates: The following documents must be submitted and if not submitted: Application for Employment Form (Z83) which is obtainable at any Government department OR from the 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 with full record of service certified copy of Identity Document not more than three months. Failure to comply with the above instructions will disqualify applicants. The reference number must be indicated in the column provided on form Z83, e.g. Reference Number (GTN 09/2021). Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. If you have not heard from us two months after the closing date, please consider your application

as being unsuccessful. The appointments are subject to positive outcome obtain from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications. Please note that those candidates will not be reimbursed for S&T claims for attending interviews. It is the applicant's responsibility to have qualification, which is a requirement of the post, evaluated by the South African Qualifications authority (SAQA) and to provide proof of such evaluation on the application. Failure to comply will result in the application not being considered. Persons with disabilities should feel free to apply for the post.

- CLOSING DATE** : 25 June 2021
- POST 20/306** : **ASSISTANT MANAGER NURSING THEATRE REF NO: EKO 08/2021 (X1 POST)**
- SALARY** : R614 991 - R692 166 per annum 8% inhospitable allowance of basic salary, 13th cheque, medical aid (optional), home owners allowance, employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Ekombe Hospital
 : Matric/Senior Certificate or equivalent qualifications. Degree/Diploma in General Nursing Science and Theatre Tech. Registration with SANC as a Professional nurse. A post basic nursing qualification in 'Advanced Theatre Nursing Science', with Duration of at least 1 year, accredited with the SANC. Minimum of 10 years appropriate recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 6 years of the period referred to above must be appropriate recognizable experience in the specialty after obtaining the one year post basic qualification in Advanced Theatre Nursing Science. At least 3 years of the period referred to above must be appropriate recognizable experience at a Management level. Proof of current and previous experience endorsed by Human Resource Department (Not Certificate of service). Proof of current registration with SANC for 2021. Recommendations: Degree/Diploma in Nursing Management, Computer literacy, A valid Driver's license
- DUTIES** : Manage and co-ordinate the implementation of holistic, comprehensive, specialized nursing Care in the Theatre nursing component, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the Theatre services. Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost effective manner. Ensure effective utilization of all infection control and prevention practices by all staff including support service and cleaning staff. Supervise implementation of health care delivery policies, procedures, clinical guidelines, and protocols, operational and strategic plans aimed at improving service delivery. Facilitate and ensure implementation of Department priorities and National core standards. Monitor and evaluate the care and management of all patients and ensure the keeping of accurate and complete patient's records. Demonstrate a concern for patients, promoting and advocating proper treatment and care. Monitor and evaluate staff performance. Ensure effective data management. Co-ordinate clinical governance meetings relevant to the sub-component. Ensure ethics and professionalism is maintained. Demonstrate effective communication with staff, patients and multidisciplinary team. Exercise control over discipline grievance on all labour related issues. Develop/establish and maintain constructive working relationship with nursing and other stakeholder.
- ENQUIRIES APPLICATIONS** : Ms PL Ntuli Tel No: 035 834 8005
 : should be forwarded to: The Human Resource Department, Ekombe District Hospital, Private Bag X 20, Kranskop, 3268
- FOR ATTENTION NOTE** : Human Resource Manager
 : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department the contents of this Circular Minute must be brought to the notice of all eligible Officers and employees on your establishment of all institutions. Institutions must notify candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR

from the website www.kznhealth.gov.za.The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and identity document-not copies of certified copies .The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. EKO 04/2021. NB: failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance ,credit records, qualification, citizenship and previous experience employment verification).Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledge .However; correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview.

- CLOSING DATE** : 24 June 2021
- POST 20/307** : **ASSISTANT MANAGER NURSING (AREA) REF NO: EKO 03/2021 (X1 POST)**
- SALARY** : Grade 1 R562 800 - R633 432 per annum 8% inhospitable allowance of basic salary, 13th cheque, medical aid (optional), home owners allowance, employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Monitoring and Evaluation
Grade 12/Senior Certificate, Basic R425 qualification (i.e. Diploma/Degree in General Nursing and Midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. Current registration (2021) with the SANC as a Professional Nurse. A minimum of eight (8) years appropriate or recognizable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least three (3) years of the period referred above must be appropriate/ recognizable experience at management level /Quality Assurance. Proof of current and previous experience endorsed by Human Resource Department (not certificate of service).
- DUTIES** : Implement the M&E Frame work at facility level. Plan and coordinate implementation and monitoring of data quality and quality assurance in service delivery. Ensure the development, review and maintenance of institution policies and protocols. Consult within the multi disciplinary health team, organizations and special interest groups when dealing with community health issues and needs. Disseminate information on pandemic, nutritional disease, maternal and infant morbidity and mortality and other commons disease. Participate in multi-disciplinary quality assurance task. Participate in peer review based on the agreed upon quality assurance monitoring indicators and tools. Facilitate the setting, review and update of patient care standards, policies and procedures. Advocate the right of patients and improvement of health care. Develop and implement quality improvement plan. Implement the nursing act and regulations, code of ethic and professional practice of the South Africa Nursing Council. Analyze staffing needs and develop a plan to meet the needs. Allocate nursing personnel in different units. Monitor the implementation of the EPMDS. Compile and control duty roster, leave schedules and attendance register. Participate in development of the business plan and promote or identify ways of containing health care costs without compromising standards. Motivate for relevant material resources. Manage and control assets. Develop the business plan in line with the strategic plan.
- ENQUIRIES APPLICATIONS** : Ms PL Ntuli Tel No: 035 834 8005
: should be forwarded to: The Human Resource Department, Ekombe District Hospital, Private Bag X 20, Kranskop, 3268
- FOR ATTENTION NOTE** : Human Resource Manager
: This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department the contents of this Circular Minute must be brought to the notice of all eligible Officers and employees on your establishment of all institutions. Institutions must notify candidates who qualify for post in this circular minute even

if they are absent from their normal places of work to apply. Directions to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website www.kznhealth.gov.za.The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and identity document-not copies of certified copies .The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. EKO 04/2021. NB: failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance ,credit records, qualification, citizenship and previous experience employment verification).Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledge .However; correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview.

- CLOSING DATE** : 24 June 2021
- POST 20/308** : **OPERATIONAL MANAGER NURSING GRADE1 (SPECIALTY) REF NO: KH 01/2021 (X1 POST)**
- SALARY** : R562 800 – R633 432 per annum, basic salary,8% inhospitable allowance of basic salary,13th cheque, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements).
- CENTRE** : Kwa-Magwaza District Hospital (Nomponjwana Clinic)
- REQUIREMENTS** : Grade 12/ Senior Certificate, Basic R425 qualification (i.e Diploma / Degree in General Nursing and Midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least one (1) year in Curative Skills in Primary Health Care accredited with the SANC. Current registration (2021) with the SANC as Professional Nurse. A minimum of nine (09) years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate /recognisable experience after obtaining one (1) year post basic qualification in the relevant specialty. Proof of current and previous experience endorsed by Human Resource Department (not certificate of service). Knowledge of Public Service Policies Act and Regulations. Knowledge of SANC Rules and Regulations .Good communication leadership interpersonal and problem solving skill. Knowledge of Code of Conduct and Labour Relations. Ability to function well within the team .conflict management and negotiation skills. Decision making and problem solving skill. Skill in organizing planning and supervising. Knowledge of Batho Pele and Patient’s Right.
- DUTIES** : Promote conducive working environment for staff and patients. To plan monitor and evaluate all clinical programs implementation in the clinic. To ensure that environment is free from hazards and risks.. To assess National CORE Standards Audits, and Waiting Times and Ideal clinic realization performance and give feedback to all stakeholders. Overall supervision of all clinical activities within the clinic. Ensure that all protective material is available to prevent hospital acquired infections by employees. Conduct Orientation to new personnel and monitor progress at work. Monitor data and statistics and report to the next level. Monitor all financial, physical and human resources. Conduct in – service education for staff and community. Develop quality improvement plans. Ensure that all notifiable conditions are identified and reported to all levels of care as required. Implement all amicable solutions to challenges encountered during audits and report to hospital management. Organization and monitoring of set objectives provided within the norms and standards of nursing profession and nursing. Ensure availability, functionality and servicing of all equipment in the unity. Promote quality of care through implementation of NCS.
- ENQUIRIES** : Mrs P.D. Buthelezi Tel No: 035 450 8256

- APPLICATIONS** : All applications should be posted to: The Chief Executive Officer: KwaMagwaza Hospital, Private Bag X808, Melmoth, 3835
- FOR ATTENTION NOTE** : Assistant Director: HRM
- : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department the contents of this Circular Minute must be brought to the notice of all eligible Officers and employees on your establishment of all institutions. Institutions must notify candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website www.kznhealth.gov.za.The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and identity document-not copies of certified copies .The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. SMKH 01/2019. NB: failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance ,credit records, qualification, citizenship and previous experience employment verification).Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledge .However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. EET: African Male. NB: Preference will be given to African Male and people with disabilities.
- CLOSINGDATE** : 25 June 2021
- POST 20/309** : **ASSISTANT MANAGER NURSING: NIGHT DUTY (GRADE 1) REF NO: GS 32/21**
Component: Nursing
- SALARY** : Grade 1: R562 800 per annum, PLUS 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)
- CENTRE** : Greys Hospital, Pietermaritzburg
- REQUIREMENTS** : Minimum Requirements: Senior Certificate or equivalent Degree / Diploma in General Nursing and Midwifery. Current South African Nursing Council receipt – license to practice (2021). A minimum of 8 years appropriate / recognizable experience in Nursing after registration with SANC in General Nursing. At least three (3) years of the period referred above must be appropriate /recognisable experience at Management level. Certificate of service endorsed by Human Resource Department as proof of experience. Recommendation: Degree / Diploma in Health Service / Nursing Management / Nursing Administration will be an advantage. Computer Literacy. Knowledge, Skills, Training and Competency Required: Knowledge and insight into Nursing processes and procedures. Knowledge of Nursing statutes and other relevant legislative frameworks. Knowledge of Health Care Service delivery. Knowledge of disciplinary processes. Knowledge of basic / standard management principle of approach. The ability to function well with a team. Sound communication, counselling and time management skills. Understanding of Human Resource needs and developments. Nursing statutes and other relevant Public Service Acts legislations. Decision making & problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implementation of Batho Pele principles. Supervisory and analytical thinking skills.
- DUTIES** : Co-ordination of optimal, holistic specialized nursing care provided within the set standards and professional / legal framework. Foster team spirit and commitment among all categories of staff. Manage staff performance (EPMDS). Deal with disciplinary issues, grievances and other labour issues including monitoring and managing absenteeism. Manage the utilization of all resources efficiently and

effectively. Participate in the analysis, formulation and implementation of policies, practices and procedures. Establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that a healthy and safe environment is maintained. Monitor and control the quality of patient care. Co-ordinate the implementation of National Core Standards and ensure compliance thereof, conduct clinical audits. Manage and give direction in the management of all patients.

- ENQUIRIES** : Mrs. K T McKenzie Tel No: 033-897 3331
- 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: Application for employment form (Z83) which is obtainable at any Government Department OR website, certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 32/21. 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). It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. The employment equity target for this post is: African Male.
- CLOSING DATE** : 21 June 2021
- POST 20/310** : **OPERATIONAL MANAGER NURSING (SPECIALTY) ADVANCED MIDWIFERY AND NEONATOLOGY (GRADE 1) REF NO: GS 31/21 (X1 POST)**
Component: Nursing
- SALARY** : Grade 1: R562 800 per annum, PLUS 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)
- CENTRE** : Greys Hospital, Pietermaritzburg
- REQUIREMENTS** : Senior Certificate or Equivalent Diploma/Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. A Post-basic nursing qualification in Advanced Midwifery and Neonatology Nursing Science with a duration of at least 1 Year accredited with SANC. Current registration with the South African Nursing Council 2021. A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining the one year post basic qualification in the relevant specialty. Recommendation: At least 3 years of experience in a supervisor's capacity will be an advantage. Knowledge, Skills, Training and Competency Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Rules and Regulations. Sound knowledge of scope of practice. Good communication, leadership, interpersonal and problem solving skills. Knowledge of Code of Conduct and Labour Relations. Ability to function well within a team. Conflict management and negotiation skills. Decision making and problem solving skills. Skills in organizing, planning and supervising. Knowledge of Batho Pele Principles and Patient's Rights Charter.
- DUTIES** : Ability to provide professional leadership. Co-ordinate optimal, holistic and specialized nursing care provided within the set standards and a professional/ legal framework. Provision of Quality Nursing Care through the implementation of Standards, Policies and Procedures coupled with supervision and monitoring the Implementation thereof. To develop and ensure implementation of Nursing Care

Plans. To participate in Quality Improvement Programs and Clinical Audits. Attend Mortality Meetings Monthly and ensure that avoidable factors are addressed. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patient's Rights Charter principles. Provide a safe, therapeutic environment as laid down by the Nursing Act. Occupational Health and Safety and all other applicable prescripts. Ensure ongoing education and in-service training of EMTCT, BFHI and ESMOE. Ensure the use of Maternal and Child updated protocols and guidelines in the hospital. Implements standards, practices and indicators for maternal and child health care and CARMA. Improve availability of PMTCT. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour relation issues according to the laid down policies and procedures. Manage and supervise effective utilization of all resources eg. Human, financial, material etc. Monitor and control the procurement, utilization and maintenance of equipment (and its accessories) needed for maternity ward. Implementation and management of Infection Prevention and Control protocols. Develop risk management strategies to mitigate factors that can harm patients including implementation of IPC guidelines and protocols. Monitor, report and investigate any patient safety incident and develop control measures. Participate in performance reviews i.e. EPMDS as well as student progress reports. Participate and ensure implementation of National Core Standards, National Health Priorities, Quality Improvement initiatives including National Priority Program Plans.

- ENQUIRIES** : Mrs. K T McKenzie Tel No: 033-897 3331
- 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: Application for employment form (Z83) which is obtainable at any Government Department OR website, certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 32/21. 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). It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. The employment equity target for this post is: African Male.
- CLOSING DATE** : 21 June 2021
- POST 20/311** : **OPERATIONAL MANAGER NURSING (TB WARD) REF NO: EKO 06/2021 (X1 POST)**
- SALARY** : R444 276 - R500 031 per annum. Other Benefits: 8% Inhospitable Allowance, 13th Cheque, Medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
- CENTRE** : Ekombe Hospital
- REQUIREMENTS** : Senior Certificate/Grade 12. Degree /Diploma in General Nursing, Midwifery and Psychiatry. A minimum of 7 years appropriate/ recognizable experience in nursing after registration as a General Nurse, midwife/ accoucher and mental health nurse in a hospital environment. Current proof of registration with SANC for 2021. Proof of current /previous work experience endorsed and stamped by the employer(s) must be attached. Recommendations: Degree/Diploma in Nursing Management, Computer literacy, A valid Driver's license

- DUTIES** : Ensure adequate supervision of staff and provision of quality patient care in efficient and cost effective manner. Facilitate and strengthen implementation of health care service delivery, policies, procedures, clinical guidelines, protocols, plans and strategies aimed at achieving service excellence Participate and ensure implementation of National Core Standards, National Health. Priorities, Ideal Hospital and maintenance realization, Batho Pele Principles, Quality. Improvement Initiatives including national priority program plans. Ensure the effective, efficient and economical use of all allocated resources. Exercise control of discipline, grievance and labour relations in terms of laid down policies and procedures. Participate in analysis, formulation, implementation and review of unit and hospital operating procedures. Maintain professional growth / ethical standards and self development. Participate in all initiatives with aim to achieve quality service provision. Ensure efficient data flow and information management. Promote quality Nursing care as directed by the Professional scope of practice. Manage all resources within Unit to ensure optimal service delivery.
- ENQUIRIES** : Ms PL Ntuli Tel No: 035 834 8005
- APPLICATIONS** : should be forwarded to: The Human Resource Department, Ekombe District Hospital, Private Bag X 20, Kranskop, 3268
- FOR ATTENTION** : Human Resource Manager
- NOTE** : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department the contents of this Circular Minute must be brought to the notice of all eligible Officers and employees on your establishment of all institutions. Institutions must notify candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website www.kznhealth.gov.za.The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and identity document-not copies of certified copies .The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. EKO 04/2021. NB: failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance ,credit records, qualification, citizenship and previous experience employment verification).Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledge .However; correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview.
- CLOSING DATE** : 24 June 2021
- POST 20/312** : **OPERATIONAL MANAGER NURSING (NIGHT DUTY) REF NO: EKO 07/2021 (X1 POST)**
- SALARY** : R444 276 - R500 031 per annum. Other Benefits: 8% Inhospitable Allowance, 13th Cheque, Medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
- CENTRE** : Ekombe Hospital
- REQUIREMENTS** : Senior Certificate/Grade 12. Degree /Diploma in General Nursing, Midwifery and Psychiatry. A minimum of 7 years appropriate/ recognizable experience in nursing after registration as a General Nurse, midwife/ accoucher and mental health nurse in a hospital environment. Current proof of registration with SANC for 2021. Proof of current /previous work experience endorsed and stamped by the employer(s) must be attached. Recommendations: Degree/Diploma in Nursing Management, Computer literacy, A valid Driver's license
- DUTIES** : Ensure adequate supervision of staff and provision of quality patient care in efficient and cost effective manner. Facilitate and strengthen implementation of health care service delivery, policies, procedures, clinical guidelines, protocols,

plans and strategies aimed at achieving service excellence Participate and ensure implementation of National Core Standards, National Health. Priorities, Ideal Hospital and maintenance realization, Batho Pele Principles, Quality. Improvement Initiatives including national priority program plans. Ensure the effective, efficient and economical use of all allocated resources. Exercise control of discipline, grievance and labour relations in terms of laid down policies and procedures. Participate in analysis, formulation, implementation and review of unit and hospital operating procedures. Maintain professional growth / ethical standards and self development. Participate in all initiatives with aim to achieve quality service provision. Ensure efficient data flow and information management. Promote quality Nursing care as directed by the Professional scope of practice. Manage all resources within Unit to ensure optimal service delivery.

ENQUIRIES : Ms PL Ntuli Tel No: 035 834 8005
APPLICATIONS : should be forwarded to: The Human Resource Department, Ekombe District Hospital, Private Bag X 20, Kranskop, 3268

FOR ATTENTION : Human Resource Manager
NOTE : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department the contents of this Circular Minute must be brought to the notice of all eligible Officers and employees on your establishment of all institutions. Institutions must notify candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website www.kznhealth.gov.za.The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and identity document-not copies of certified copies .The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. EKO 04/2021. NB: failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance ,credit records, qualification, citizenship and previous experience employment verification).Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledge .However; correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview.

CLOSING DATE : 24 June 2021

POST 20/313 : **CLINICAL ROGRAMMER COORDINATOR IN GENERAL NURSING STREAM (CDC EPI COORDINATOR) REF NO: ZUL/ 04/2021**

SALARY : R444 276 per annum, (An all-inclusive package)
CENTRE : Zululand Health District office, Ulundi
REQUIREMENTS : Senior Certificate (Grade 12).An appropriate B Degree/ National Diploma or equivalent qualification, plus A minimum of 7 years appropriate/recognizable experience in Nursing after registration as professional Nurse with the SANC in General Nursing .Current SANC receipt must be attached Plus. Proof of current or previous work experience endorsed and stamped by Human Resource. Valid Driver's license. Report writing abilities. Financial management skills. Empathy and counselling skills and knowledge. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public sector. An ability to translate information objectives into practical plans. An ability to prioritize issues and other work related matters and to comply with timeframes. Proven initiative decisiveness and the ability to acquire new knowledge swiftly. Computer literacy, MS Office Software Applications.

DUTIES : Coordinate and facilitate planning for communicable Disease Control (CDC) programme in the district. Monitor the implementation of strategies contained in

the health programme plan. Evaluate the delivery of CDC programme in the district. Liaison with government and non-governmental organisations on issues relating to CDC programme. Ensure good working relations with all role players and relevant stakeholders. Coordinate EPI programme within the district. Analyse emerging health practices and trends and introduce remedial action in conjunction with health care specialists.

- ENQUIRIES** : Mrs L Dlamini Tel No: 035- 8740605
- APPLICATIONS** : KwaZulu-Natal Zululand Health District Office, Private Bag x 81, Ulundi, 3838, King Dinuzulu High way LA Building Ground floor, Ulundi, 3838.
- FOR ATTENTION** : Mrs BJ Nene
- NOTE** : 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 license 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.
- CLOSING DATE** : 25 June 2021
- POST 20/314** : **CLINICAL NURSE PRACTITIONER (HAST) REF NO: EKO/04/2021 (X1 POST)**
- SALARY** : Grade 1: R383 226 per annum Plus Rural allowance 8%
Grade 2: R471 333 per annum Plus Rural allowance 8%
Other Benefits: 13th Cheque/ Service Bonus, Medical Aid: Optional Homeowners Allowance: Employee must meet prescribed requirements.
- CENTRE** : Ekombe Hospital
- REQUIREMENTS** : Standard 10 or Grade 12. Degree/Diploma in General Nursing, Community Health Nursing Science and Diploma in Health Assessment, Care and Treatment Plus 4years appropriate recognizable as general nurse. Registration with SANC as General Nurse and Primary Health Care Nurse. Current SANC receipt (2021). Previous and current work experience /certificate of Service endorsed by your Human resource department. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in general nursing plus a one (1) year post basic qualification accredited by SANC in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. **Grade 2:** A minimum of 14 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in general nursing of which at least 10 years must be appropriate experience after obtaining the one year post basic qualification in Primary Health Care.
- DUTIES** : Provision of quality comprehensive PHC Package of service in line with NHI initiatives. Health Promotion, Disease prevention, curative and rehabilitation services. Provision of administration services. Participate in the clinic arrangement and sustainability in the implementation Integrated Clinical Service management (ICSM). Provide support to CSO in the implementation of Health Patient Appointment System and pre retrieval of patient files (HPRS). Provide quality and complete patient information in the Health Patient records. Manage patients according to standard treatment guidelines and EML. Perform all activities within HAST programme implement provider counselling and testing and Universal testing and treat as per guideline. Implement and achieve individual targets linked to 90-90-90 strategy increase positive case finding through implementation of Index Testing and linkage to care. Work integrative with Ward Based Outreach teams towards achieving recession in care. Participate in the Maternal, Child Women's health programme to achieve targets linked to the programme indicators. Participate in the achievement of maternal and child health programme indicators. Perform cervical cancer screening as per cervical cancer screening policy.

Participate in the implementation of Youth Friendly Services. Stakeholder participation in the. Operation Sukuma Sakhe and present health challenges for outputs for the facility catchment area. Participate in the community outreach services, campaigns and Izimbizo. Participate in the implementation of non-pharmaceutical intervention for epidemic response. Implement covid-19 resgeuce plan within PHC programme. Provision of administrative services ensures proper, cost effective use of material resources. Identify needs of financial planning and indirect control of expenditure. Provide Clinical teaching and continuous training to other staff categories during in-service training programme. Participate in quality, monitoring and evaluation of PHC programme. Conduct clinical audits for priority programme, Analyze and develop quality improvement plans. Participate in the Quality programme that provide quality of care Patient complaints, Safety incidence and Patient Experience of care and Waiting times. Participating in the production of facility quality data, ensuring complete patient record, correct entries of data elements in the tick register and other relevant registers, compiling of daily, weekly and monthly statistics. Timeous submission of complete, reliable statistic. Act on the Generated line list reports from Tier.net and action them.

ENQUIRIES : Ms PL Ntuli Tel No: 035 834 8005
APPLICATIONS : should be forwarded to: The Human Resource Department, Ekombe District Hospital, Private Bag X 20, Kranskop, 3268
FOR ATTENTION : Human Resource Manager
NOTE : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department the contents of this Circular Minute must be brought to the notice of all eligible Officers and employees on your establishment of all institutions. Institutions must notify candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website www.kznhealth.gov.za.The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and identity document-not copies of certified copies .The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. EKO 04/2021. NB: failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance ,credit records, qualification, citizenship and previous experience employment verification).Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledge .However; correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. Preference will be given to African Male.

CLOSING DATE : 24 June 2021

POST 20/315 : **CLINICAL NURSE PRACTITIONER REF NO: EKO / 05/2021 (X1 POST)**

SALARY : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits: 8% Inhospitable Allowance, 13th Cheque, Medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE : Manyane Clinic
REQUIREMENTS : STD 10/ Grade 12 certificate. Degree/ National Diploma in nursing that allow Registration with SANC as a Professional Nurse and a Midwife. A post basic nursing qualification with a duration of at least one (1) year accredited with SANC In Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. Proof of registration with SANC (2021). Proof of previous and current work experience/Certificate of Service endorsed by Human Resource Department. Valid Driver's license B (Code 8) or C1 (Code 10).Experience: **Grade 1:**A minimum of 4

years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in general nursing plus a one (1) year post basic qualification accredited by SANC in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. **Grade 2:** A minimum of 14 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC in general nursing of which at least 10 years must be appropriate experience after obtaining the one year post basic qualification in Primary Health Care.

DUTIES : Provision of an integrated quality and comprehensive Primary Health Care services by promoting health, prevention of diseases, curative and rehabilitative services to the clients, families and community. Provide PICT and adherence counselling to all clients. Promote advocacy, disclosure and adherence to treatment and care, thus, ensuring that facilities comply with the Batho Pele principles. Provide primary prevention strategies and management of COVID-19, TB/ HIV/AIDS, MCWH and other communicable and non-communicable diseases. Maintain inter-sectoral collaboration with other government structures. Support Operation Sukuma Sakhe Activities. Ensure the availability of medication, essential equipment and supplies and proper utilization thereof. Participate in the monitoring HR performance through EPMS. Ensure data management is implemented and monitored.

ENQUIRIES : Ms PL Ntuli Tel No: 035 834 8005
APPLICATIONS : should be forwarded to: The Human Resource Department, Ekombe District Hospital, Private Bag X 20, Kranskop, 3268

FOR ATTENTION : Human Resource Manager

NOTE : This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department the contents of this Circular Minute must be brought to the notice of all eligible Officers and employees on your establishment of all institutions. Institutions must notify candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Directions to Candidates: The following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of Qualifications and identity document-not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. EKO 04/2021. NB: failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance ,credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledge .However; correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to the candidates that are invited for an interview. Preference will be given to African Male.

CLOSING DATE : 24 June 2021

POST 20/316 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: G69/2021 (X3 POSTS)**

SALARY : R376 596 per annum (Level 09)
CENTRE : Cluster: Human Resource Management Services
REQUIREMENTS : An appropriate B-degree or equivalent qualification in Human Resource Management/Public Administration. PLUS 3-5 years supervisory experience in a Human Resource Management/Labour Relations environment PLUS Unendorsed valid Code B driver's license (Code 8). All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills Training and Competencies Required:

		Expert knowledge and understanding of operational HRM framework. Expert knowledge of the legislative and policy imperatives informing the area of operation. Analytical. Communication (verbal and written). Report writing Language. Mediation and negotiation. Presentation. Facilitation.
<u>DUTIES</u>	:	Implement and monitor policies, procedures and processes to ensure: Appropriate representation and mandates to deal with CCMA cases; Professional and construction participation at KZNPHSDSBC and other forums; Resolutions of disputes at the lowest appropriate organizational level; Effective and efficient functioning of Institutional Management Labour Committees. Analyse appeal applications submitted for consideration by the Head: Health and provide technical advice to inform fair decision making processes. Provide assistance in Employer-Employee Relations capacity building initiatives as Institutions, including: Dissemination of clear guidelines relating to the responsibilities of all Managers and Supervisors; Advising on the consequences of non-performance and non-compliance with Employer-Employee Relations responsibilities. Participate in the formulation of departmental mandates to enable adequate representation at Dispute Resolution forums. Investigate special cases referred to the Sub-Components.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr GS Dlamini Tel No: 033 395 2902
	:	should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 or Hand Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower.
<u>FOR ATTENTION NOTE</u>	:	Mr. A Memela
	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.
<u>CLOSING DATE</u>	:	21 June 2021
<u>POST 20/317</u>	:	<u>DIAGNOSTIC RADIOGRAPHER REF NO: GS 30/21 (X5 POSTS)</u> Component: Radiology Department
<u>SALARY</u>	:	Grade 1: R317 976 per annum Grade 2: R372 810 per annum Grade 3: R439 164 per annum Other Benefits: 13th cheque, Medical Aid (Optional), Home Owner Allowance, Employee must meet prescribed requirements
<u>CENTRE REQUIREMENTS</u>	:	Greys Hospital, Pietermaritzburg National Diploma / Degree in Diagnostic Radiography. Minimum Requirements: Senior Certificate or equivalent. Certified copy of original registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Certified copy of current registration with HPCSA for 2021/2022 as a diagnostic radiographer (Independent Practice). Certificates of service to be attached as proof of experience. Grade 1: None after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. One year experience after

registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa **Grade 2:** Minimum of 10 years experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of eleven years experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** Minimum of 20 years experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of 21 years experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Knowledge, skills and experience: Sound knowledge of diagnostic radiography procedures and equipment including CT and PACS/RIS applications. Good communication, interpersonal relations and problem solving skills. Knowledge of radiation control regulations and safety measures. Ability to perform and record quality assurance tests as stipulated by the Radiation Control Directorate. Computer Literacy.

DUTIES : Provide high quality diagnostic radiographic service observing safe radiation protection standards. Participate in after hours and standby duties which include nights, weekends and Public Holidays. Provide assistance and training to junior staff and student radiographers. Promote good health practices and ensure optimal care of the patient. Perform reception and administrative duties as required. Participate in Quality Assurance and Quality Improvement programmes, In-service training, National Core Standards and Ideal Hospital Realisation Maintenance Framework. Inspect and utilize equipment professionally to ensure that it complies with safety standards and ensure health and safety rules and regulations are adhered to.

ENQUIRIES : Mrs D Wood Tel No: 033-897 3208
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: Application for employment form (Z83) which is obtainable at any Government Department OR website, certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 30/21. 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). It is the applicant's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. The Employment Equity Target for this post is African Male

CLOSING DATE : 21 June 2021

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Direct or hand deliver applications to the addresses as indicated below: **For Head Office:** Department of Social Development, Private Bag X9144, Pietermaritzburg 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg 3200 For Attention: Ms PN Mkhize.

For UGu District: The District Director: Department of Social Development, Private Bag X 711, Gamalakhe, 4249 or hand deliver to Lot 618, Ray Nkonyeni Road, Gamalakhe, 4249. For Attention: Mr S Govender.

For UMgungundlovu District: The District Director: Department of Social Development, Private Bag X1724, Pietermaritzburg: 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg 3201. For Attention: Mr PM Mpanza.

For King Cetshwayo District: The District Director: Department of Social Development, Private Bag X02 Empangeni Rail, 3910 or hand deliver to A1235 Thinasobabili Road, Ngwelezane, 3910. Attention: Mr MT Mazibuko

For Amajuba District: The District Director: Department of Social Development, Private Bag X6680; Newcastle; 2940 or hand deliver to 941 Church Street, Charlestown; 2940. Attention: Ms NY Mthembu

For UMkhanyakude District: The District Director: Department of Social Development, P. O. Box 246; Mbazwana; 3974 or hand deliver to Ngwenya Properties; Sodwana Bay Road; Mbazwana; 3974. For Attention: Mr SS Mngomezulu.

CLOSING DATE
NOTE

: 21 June 2021
: Applications must be submitted on new Z83 form and should be accompanied by a CV and original certified copies of all educational qualifications, Identity document and a valid driver's license required by the post advertised. Applications must be forwarded to relevant address. Applicants must indicate the reference number of the post applied and the centre on Form Z83. Application forms Z83 (Application for Employment) should be fully completed and signed by the applicant. Under no circumstances will faxed or e-mailed applications be accepted. The Department is an Equal Opportunity Affirmative Action employer. The employment is subject to signing of the employment contract and annual performance agreement. The successful candidates will be required to undergo security clearance, competency based assessment, technical assessment, SMS Pre-entry course is a prerequisite for all SMS posts and to disclose financial interests in accordance with relevant prescripts. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful.

MANAGEMENT ECHELON

POST 20/318

: **CHIEF DIRECTOR: INSTITUTIONAL OPERATIONS MANAGEMENT (NORTH REGION) REF NO: DSD01/01/2021HO**
(Re-advertisement)

SALARY

: R1 251 183 per annum (Level 14), (all-inclusive remuneration package)

CENTRE

: North Region

REQUIREMENTS

: Qualifications: Bachelor's Degree in Social Work (NQF Level 7); Registration with the South African Council for Social Service Professions as a Social Worker; Proof of current registration with the South African Council for Social Services Profession as a Social Worker; A minimum of 5 years' experience at a senior management in the Social Work environment; A valid driver's license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Labour Relations Act; Public Finance Management Act; Treasury Regulations; Research Methodology; Policy Analysis and Development; Knowledge management; Organisational behavior analysis; Strategic business management; Community Development; Welfare Laws; National Development Plan; Provincial Growth and Development Plan; Service delivery frameworks; Employee Performance Management and Development System. Skills/ Core competencies: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy analysis and development; computer literacy; communication, presentation and negotiation.

DUTIES

: Provide strategic coordination and facilitate the delivery of services; Ensure the provision of support services to the district offices; Ensure the development and implementation of policies; Provide leadership and strategic direction to the Chief Directorate and input to the Department; Manage resources of the Chief Directorate.

ENQUIRIES

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

POST 20/319 : **DIRECTOR: ORGANIZATIONAL RISK MANAGEMENT AND INTERNAL AUDITREF NO: DSD02/01/2021HO**

SALARY : R1 057 326 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Qualifications: Bachelor's Degree in Internal Auditing/ Financial Management (NQF Level 7); A valid driver's license; A minimum of 5 years of experience in middle/senior managerial level in risk management/ audit environment. Knowledge: Constitution of the Republic of South Africa; Senior Management Handbook,2003; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Policy analysis and development; Public Sector Risk Management Framework, 2009 Financial Disclosure Framework; Labour Relations Act; Employee Performance Management and Development System. Skills/Core Competencies: strategic capability and leadership; people management and empowerment; financial management; change management; service delivery innovation; programme and project management; team building/motivation; problem solving and analysis; policy analysis and development; computer literacy; communication, presentation and negotiation.

DUTIES : Manage and facilitate the provision of organizational risk management services; Manage the provision of internal audit services; Manage and facilitate the capacity building on departmental staff on risk management; Manage the development and implementation of policies; Manage the resources of the directorate.

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

OTHER POSTS

POST 20/320 : **SERVICE OFFICE MANAGER REF NO: DSD03/01/2021IMPENDLE**

SALARY : R869 007 per annum Level 12, (all-inclusive remuneration package)
CENTRE : Impendle Service Office
REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services as a Social Worker; Proof of Current Registration with the South African Council for Social Services as a Social Worker; A valid driver's license; 3 to 5 years' junior managerial experience in Social Services. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; Public Finance Management Act; Treasury Regulations; Legislation pertaining to Social Welfare service delivery; Understanding of SASSA functions; Social dynamics of KwaZulu-Natal communities; Human Resource Management; Labour Relations Act; Service Delivery Frameworks; Public Participation; Community Outreach; Employee Performance Management and Development System. Skills: Communications; Interpersonal relations; Report writing; Financial management; Change management; Time management; Project management; Leadership; Diversity management; Decision Making; Counseling; Service delivery innovation; Client orientation and customer focus; Presentation; Facilitation; Problem Solving and Analysis; Conflict Resolution; Interviewing; Computer literacy; Numeracy and Language skills.

DUTIES : Provide Social Welfare Services; Provide Community Development Services; Ensure the provision of Corporate Support Services; Ensure the implementation of Departmental policies and other relevant legislation in the day to day running of the component; Manage the resources of the Service Office.

ENQUIRIES : Mr ST Mphuthi Tel No: (033) 341 7906

POST 20/321 : **SOCIAL WORK MANAGER: QUALITY ASSURANCE REF NO: DSD04/01/2021KING CETSHWAYO**

SALARY : Grade 1 – 2: R794 889 per annum, (all-inclusive remuneration package)
CENTRE : King Cetshwayo District
REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work, Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A valid driver's license. A minimum of 10 years' appropriate experience in

Social Work after registration as Social Worker with the SACSSP. Knowledge: Expert skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Understanding of human behavior and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Understanding and ability to promote complex social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves; Ability and competence to assist and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem solving capacities, prevent and alleviate distress and use resources effectively in cases where expert knowledge is required Skills: Communication, Listening, Interpersonal relations, Computer, Research, Problem solving and analysis, Advance Report writing, Conflict management, Time management, Advanced welfare counselling, Analytical thinking, Presentation, Financial Management, Leadership.

DUTIES : Provide a social work service of the highest, most advanced and specialized nature within (a) defined area(s) of specialization with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders; Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources; Manage of a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilization of human resources; Keep up to date with new developments in the social work field to enhance service delivery; Plan and ensure that social work research and development are undertaken; Perform and/or ensure that all the administrative functions required in the unit are performed.

ENQUIRIES : Mr ND Mchunu Tel No: (035) 794 5018

POST 20/322 : **SOCIAL WORK SUPERVISOR REF NO: DSD05/01/2021NEWCASTLE**

SALARY : Grade 1- 2: R384 228– R714 795 per annum
CENTRE : Newcastle Service Office

REQUIREMENTS : Qualifications: Bachelor's Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A Valid driver's license; A minimum of 7 years' recognizable experience in Social Work after registration as a Social Worker with SACSSP. Knowledge: Public Service Act and Regulations; Batho-Pele principles; Understanding of human behavior and social systems; Ability and competence to assist; develop; advocate for; and empower individuals; families; groups; organizations and communities to enhance their functioning and their problem solving capabilities; Ability to promote; restore; maintain; advocate for; and enhance the functioning of individuals; families; groups; and communities by enabling them to accomplish tasks; prevent and alleviate distress and use resources effectively; Understanding and ability to provide social services towards protecting people who are vulnerable; at risk and unable to protect themselves; Ability to mentor and coach Social Workers Grade 1; Employee Performance Management and Development System. Skills: Communication; Listening; Interpersonal; Computer Literacy; Research; Problem solving; Report writing; Time management; Presentation; Facilitation; Counselling; Numeracy; Language and Driving skills.

DUTIES : Ensure that social work service with regard to care; support; protection and development of vulnerable individuals; groups; families and communities through the relevant programmes is rendered; Supervise and advise Social Workers; Social Auxiliary Workers and Student Social Workers to ensure an effective social work service; Keep up to date with the new developments in the social work field; Supervise all administrative functions required in the unit and undertake the higher level of administrative functions.

ENQUIRIES : Mrs AP Mtambo Tel No: (034) 312 1319

POST 20/323 : **HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE MANAGEMENT (X2 POSTS)**
Re-advertisement

SALARY : R257 508 per annum (Level 07)
CENTRE : UMkhanyakude District Ref No: DSD06/01/2021UMKHA
King Cetshwayo District Ref No: DSD07/01/2021KING

REQUIREMENTS : Qualifications: Bachelors' Degree / National Diploma in Human Resource Management/ Public Administration/ Public Management; A valid Driver's license; 3 years' administrative/clerical experience in Human Resource Management environment. Knowledge: Constitution of the Republic of South Africa; Public Service and related legislations; Service Delivery improvement policies and strategies; Department/ Provincial Polices; HRM practices in the Public Service. Public Service reporting procedures and work environment; Interpretation of legislations, policies and statistics; Prescripts, practices and procedures. Skills: problem solving; computer; language; numeracy; communication; time management; time management; listening; writing; analytical; creative and innovative thinking; interpersonal; planning and organizing.

DUTIES : Provide human resource administration practices concerning service conditions; Provide human resource administration practices concerning human resource provisioning; Provide human resource development; Provide labour relation services; Provide PERSAL support services; Prepare reports on personnel administration issues and statistics. Supervise and provide guidance to staff.

ENQUIRIES : Mr SS Mngomezulu (UMkhanyakude District) Tel No: (035) 571 1000
Mr MT Mazibuko (King Cetshwayo District) Tel No: (035) 794 5018/25

POST 20/324 : **PERSONAL ASSISTANT (X2 POSTS)**

SALARY : R257 508 per annum (Level 07)
CENTRE : HOD'S Office Ref No: DSD08/01/2021HOD'S
Executive Support Ref No: DSD09/01/2021EXECUTIVE

REQUIREMENTS : Qualifications: National Diploma/ Bachelor's Degree in Office Management/ Management Assistant/ Public Management/ Administration/ Business Management; A minimum of 3-5 years of experience in rendering a support service to senior management. Knowledge: Knowledge on the relevant legislation/policies/prescripts and procedures; Basic knowledge on financial administration. Skills: Language; Good telephone etiquette; Computer literacy; Organizational; Communication; Numeracy.

DUTIES : Provide secretarial/ receptionist support service to the HOD/Director; Provide administrative support services; Provide support to HOD/Director regarding meetings; Support the HOD/Director with the administration of the budget; Study the relevant Public Service and Departmental prescripts/ policies and other documents.

ENQUIRIES : Mr KC Kheswa Tel No: (033) 348 5406

POST 20/325 : **LAUNDRY AID REF NO: DSD10/01/2021GREEN FIELDS**

SALARY : R102 534 per annum (Level 02)
CENTRE : Greenfields CYCC

REQUIREMENTS : Qualifications: Grade 9. Knowledge: Basic health and safety standards, Basic hygiene standards, Batho-Pele Principles, Code of Conduct; Ability to operate elementary machines and equipment. Skills: Communication; Interpersonal relations; basic numeracy and basic literacy.

DUTIES : Collect, sort, count and record all clean, soiled linen and service users clothing in terms of laundry prescripts; Laundering of all laundry, linen and service user's clothing; Perform regular stocktaking of all linen in the facility and report linen in need of repair to the Supervisor; Clean and tidy the linen room.

ENQUIRIES : Ms NA Zimu Tel No: (033) 5011 624