

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



- APPLICATIONS** : To be posted to: 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** : Ms NB Mabaso-Macaringwe
- CLOSING DATE** : 15 October 2021 (Applications received after this date will not be accepted).
- NOTE** : Applicants: All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection committee will recommend the candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The posts of Deputy Director-General: Local Government Branch and Chief Director: Municipal LED Support are being re-advertised. All applicants who applied previously need to re-apply if they wish their applications to be considered. 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 copies of qualifications, driver's licence (where appropriate) and ID and any other relevant documents. 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. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from the State Security on the following checks (Security Clearance, Qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 34/245** : **DEPUTY DIRECTOR-GENERAL (LOCAL GOVERNMENT BRANCH) REF NO: 2/2021 (LGB)**
Branch: Local Government
- SALARY** : R1 521 591 per annum, (All-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of a relevant post graduate qualification (NQF8) as recognised by SAQA in Local Governance/Public Administration/LLB/Social Science coupled with 8 years' experience at a senior management level three of which must have been with an organ of state and 10 years working knowledge and experience in a Local Government environment. Furthermore the recommended candidate will be required to produce his/her Nyukela SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: Sound knowledge and understanding of policy analysis, Awareness and understanding of the municipal environment, Knowledge in interpretation, research and development of legislation, Knowledge of

legislation (MPRA, MFMA and Municipal Systems Act, Municipal Structures Act) as well as relevant municipal policies and bylaws, Knowledge of monitoring and evaluation processes and systems, Project Management skills, Planning and organisational skills, Communication and conflict resolution skills, Time management and team development skills, Problem solving and decision making skills, Management of finances and financial skills, Strategic planning skills, Good communication skills (verbal & written), Good computer literacy skills in MS Office, A valid code 8 driver's licence.

DUTIES : The successful candidate will be required to coordinate, promote, monitor, support and enhance governance in municipalities with the following key responsibilities: Manage the promotion of sound municipal administration and good governance, Manage the monitoring of municipalities towards enhanced financial governance, management and sustainability, Co-ordinate and provide capacity building initiatives and enhance governance through public participation and community development, Ensure co-ordination of support within the Department and municipalities, Manage the effective utilisation of resources for the Branch.

ENQUIRIES : Mr T Tubane Tel No: 033 260 8046

POST 34/246 : **CHIEF DIRECTOR: MUNICIPAL LED SUPPORT REF NO: 1/2021 (MLEDS)**
Chief Directorate: Municipal Led Support

SALARY : R1 251 183 per annum, (All-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service)

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of an undergraduate (NQF level 7) qualification as recognised by SAQA in Economics/ Development Planning or a related qualification coupled with 5 years' experience at a senior management level in an Economic Development environment. Furthermore, the recommended candidate will be required to produce his/her SMS Pre-entry certificate as offered by the National School of Government (NSG) prior to the appointment being made. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of legislation (MPRA, MFMA and Municipal Systems Act, Municipal Structures Act) as well as relevant municipal policies and bylaws, Knowledge of Public Service Act/ Regulations and Labour Relations Act, Knowledge of interpretation, research and development of legislation, Knowledge of monitoring and evaluation processes and systems, Awareness and understanding of the municipal environment, Knowledge of project management and policy analysis, Planning and organising skills, Conflict resolution and communication skills, Time management skills, Team development, decision making and problem solving skills, Financial management skills, Project management and strategic planning skills, Conflict resolution skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code 8 driver's licence

DUTIES : The successful candidate will be required to manage the implementation of programmes that strengthen local economic development with the following key responsibilities:-Oversee LED projects implementation and institutional development, Manage and support interventions and flagship programmes including CWP and EPWP, Manage the improvement of access to government services by communities, Manage the development and implementation of policies, procedures and processes, Manage the resources of the Chief Directorate.

ENQUIRIES : Ms B Mgtshini at Tel No: 033 897 5672

OTHER POSTS

POST 34/247 : **DEPUTY DIRECTOR: INVESTIGATIONS REF NO: 1/2021(MAG)**
Chief Directorate: Municipal Administration & Governance
Directorate: Municipal Investigations

SALARY : R869 007 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 Degree or NQF level 7 qualification as recognised by SAQA in Auditing /Finance /Law or a related qualification and a qualification as a certified Fraud Examiner by the Association of Certified Fraud Examiners, coupled with 3 years junior

management experience and 5 years' experience as an investigator in an investigation environment. Furthermore the candidate must be cleared in terms of National Security Clearance. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Extensive knowledge and understanding of the Prevention and Combatting of Corrupt Activities Act, the Public Service Act, the Municipal Finance Management Act and Local Government legislation, Investigative and research skills, Planning, decision making and problem solving skills, Interpretation and application of legislation and policy development skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 drivers licence.

DUTIES : Key Responsibilities: The successful candidate will be required to execute forensic investigations within municipalities with the following key responsibilities: Manage the resources of the unit, Undertake investigations, Make recommendations on further forensic investigation to the MEC, Give evidence in civil recovery, criminal and disciplinary cases, Advise municipalities on investigative processes, Manage investigations undertaken by external teams, Approve investigation plans.

ENQUIRIES : Ms S Govender at Tel No: 033 355 6292

POST 34/248 : **DEPUTY DIRECTOR: MUNICIPAL CAPACITY OPERATIONS REF NO: 1/2021 (CD)**

Chief Directorate: Capacity Development

Directorate: Capacity Development and Implementation

SALARY : R869 007 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 Degree or NQF level 7 qualification as recognised by SAQA in HRM / HRD / Public Administration/ Public Management or a related qualification coupled with 3 years junior management experience in the public or local government sector in a training; human resource development or capacity building field. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of planning, Knowledge of team development, Knowledge of decision management, Knowledge of problem solving, Planning and team development skills, Decision making and problem solving skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 driver's licence.

DUTIES : The successful candidate will be required to develop and maintain capacity building systems with the following responsibilities, Implement and assess the impact of the performance of external capacity resources on the Province, Municipalities and Traditional Institutions, Monitor learnership programmes, Assess and monitor the impact of training programmes implemented, Compile capacity status reports, Coordinate capacity building programmes in various districts as assigned.

ENQUIRIES : Ms S.B. Sewpersadh at Tel No: 033 355 6561

POST 34/249 : **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT REF NO: 2/2021(HCD)**

Chief Directorate: Human Resource Management and Development

Directorate: Human Capital Development

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 Degree or NQF level 6 qualification as recognised by SAQA in Human Resource Management or a related qualification coupled with 3 years junior management administrative experience in the training and development field. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of legislation and prescripts, Knowledge of policies pertaining to performance management, Practical demonstration of knowledge in the performance management field, knowledge of financial management, Planning and managerial skills, Decision making and problem solving skills, Staff development skills, Diversity management skills, Presentation skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 drivers licence.

DUTIES : The successful candidate will be required to facilitate, sustain and monitor Performance Management with the following responsibilities, Develop, implement and monitor policies and guidelines for the SMS, Monitor and evaluate the Performance Management System for SMS and MMS, Provide advice, guidance and a secretariat function to the Departmental Moderating Committee (DMC), Administer Performance Agreements and Financial Disclosures, Provide Training to Senior Management Services and Middle Management Services, Management of Human Capital and Financial Resources.

ENQUIRIES : Mr GN Dlamini at Tel No: 033 260 8039

POST 34/250 : **ASSISTANT DIRECTOR: FORENSIC AUDITS REF NO: 2/2021(MAG)**
Chief Directorate: Municipal Administration & Governance
Directorate: Municipal Investigations

SALARY : R470 040 per annum

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a Degree or NQF level 7 qualification as recognised by SAQA in Auditing/ Policing/ Forensic Auditing or a related qualification coupled with 3 years' experience in an investigation environment. Furthermore, the candidate must be cleared in terms of National Security Clearance. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Extensive knowledge and understanding of the Criminal Procedure Act, Prevention of Organised Crime Act, Public Service Act, law of evidence, the Municipal Finance Management Act and Local Government Legislation ,Knowledge of application of legislation and policy planning, Project management, decision making and problem solving skills, Good communication skills (verbal & written), Ability to manage and lead a team, Computer literacy in MS office, A valid code 8 drivers licence.

DUTIES : The successful candidate will be required to conduct forensic investigation services on behalf of the Department with the following key responsibilities: Undertake investigations at municipalities to establish irregularities, fraud, corruption and quantify losses to determine culpability, Apply proactive measures to combat theft, fraud and corruption, Ensure the development and implementation of fraud prevention plans, policies and procedures for municipalities, Conduct desktop investigations on cases of alleged corruption reported through the anti-corruption hotline regarding municipalities, Manage the resources under your control.

ENQUIRIES : Ms S Govender Tel No: 033 355 6292

POST 34/251 : **ASSISTANT DIRECTOR: COMMUNICATIONS (PUBLIC RELATIONS MARKETING AND ADVERTISING) REF NO: 2/2021 (CC)**
Chief Directorate: Corporate Services
Directorate: Corporate Communication

SALARY : R376 596 per annum

CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a Bachelor's Degree/National Diploma in the field of communication/public relations/journalism, coupled with 3 years' supervisory level experience in the communication environment. Essential Knowledge, Skills And Competencies Required: The successful candidate must have:- Knowledge of Public Relations, brand development and media buying, Knowledge of generic management processes, Media monitoring systems, Knowledge of relevant Public Service legislation and policies, Knowledge of photography, communication campaigns, events management and performance management, Policy analysis, Project management, listening and time management skills, Presentation, writing, design skills, Leadership, decision making and problem solving skills, Management of finances Good computer literacy (MS Word, Power Point, Excel), Good communications skills (verbal and written), A valid Code 8 driver's licence.

DUTIES : The successful candidate will be required to render the following key responsibilities:- Render a communication media buying advertising service Ensure the provision of advertisement material for the Department Develop the departmental brand and maintain the corporate image and identity Ensure the positioning and marketing of the departmental brand Supervise staff and manage and ensure adequate resources of the Sub Directorate.

ENQUIRIES : Ms N Africander at Tel No: 033 897 5890

POST 34/252 : **INTERNAL CONTROL OFFICER REF NO: 3/2021 (IC)**
Office of the Head of Department
Directorate: Internal Control

SALARY : R316 791 per annum
CENTRE : Pietermaritzburg

REQUIREMENTS : The ideal candidate must be in possession of a minimum National Diploma or NQF level 6 qualification as recognised by SAQA with Accounting/ Auditing /Internal Auditing as a major coupled with 1- 2 years' experience in an Accounting, Auditing and Risk Management field. IAT/PIA/CIA will be an added advantage. Essential Knowledge, Skills And Competencies Required: The successful candidate must have: - Knowledge of public sector, local government and public/private entities systems and relevant legislation, including: the Constitution of the Republic of South Africa, Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulation, Knowledge of risk analysis/management, internal control procedures, and risk management practices, Knowledge of auditing and internal auditing standards, and service delivery (Batho Pele), Knowledge of the public service code of conduct, provincial treasury practice notes and advanced MS office applications, Good problem-solving, analytical and numeracy skills, Good analytical and quantitative method tools skills, Good report writing, policy interpretation/analysis, financial management skills, Good organising, and presentation skills, Good communication (verbal & written) and interpersonal relations skills, Computer literacy in MS Office, Knowledge of TeamMate will be an added advantage, A valid code 8 driver's licence.

DUTIES : The successful candidate will be required to provide an effective and efficient departmental risk management service in terms of legislative mandates with the following key responsibilities:-Conduct internal control inspections to identify a lack of/ineffective internal control management systems within the Department, Implement effective and efficient internal control policies, frameworks and procedure manuals throughout the Department, Implement internal control monitoring and evaluation mechanisms within the Department, Provide transversal support, advice and guidance in terms of internal control prescripts, Participate in the compilation of reports to the executive authority on internal control management compliance programmes, Provide input on the development of departmental internal control policies, frameworks and procedure manuals.

ENQUIRIES : Ms T Dinga at Tel No: 033 260 8041

DEPARTMENT OF EDUCATION

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

APPLICATIONS : should be sent by post for the attention of: Mr. P.B.V. Ngidi, The Directorate: Human Resource Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, Office No. 203A, 228 Pietermaritz Street, Pietermaritzburg, 3200

CLOSING DATE : 15 October 2021

NOTE : Directive to Applicants: Applications must be submitted on Form Z83, obtainable from any Public Service Department. NB: Applicants must ensure that they fully complete and sign Form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. Applications must in all cases be accompanied by a recently updated comprehensive CV, qualifications, proof of registration (if applicable) and RSA ID document, as well as a valid driver's license. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. Failure to comply with the above directives will result in the application not being considered. Faxed and e-mailed copies of applications will not be considered. Please note: Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications Note: The filling of the post will be done in terms of the Department's approved Employment Equity Plan Due to ongoing internal processes, the Department reserves the right to

withdraw any post at any time The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of employment. N.B. Prospective Applicants Must Please Use the New Z83 Which Is Effective As At 01 January 2021

OTHER POSTS

POST 34/253 : **CHIEF QUANTITY SURVEYOR: INFRASTRUCTURE DELIVERY REF NO: DOE/17/2021**

SALARY : R898 569 per annum
CENTRE : Pietermaritzburg, Head Office
REQUIREMENTS : A Bachelor's Degree/Diploma in Quantity Surveying. Registration with SACQSP. Valid Driver's License, Computer Literate. At least six years' experience post registration as a professional Quantity Surveyor.

DUTIES : Manage the implementation of all infrastructure projects including planned and unplanned maintenance, Finalise Infrastructure Programme Management Plans, Procurement strategy, Budgets and Projects List. Signing of on all Project Execution Plans, Manage Procurement and Project Commissioning, Manage Project Post Evaluations, Manage seamless delivery of school furniture including all other acquisitions and disposals, Oversight of Implementing Agent, Financial Management, People Management and Research.

ENQUIRIES : Mrs N.V Hlongwane Tel No: 033 846 5533

POST 34/254 : **DEPUTY DIRECTOR: INFRASTRUCTURE DELIVERY FINANCIAL MANAGEMENT REF NO: DOE/18/2021 (X2 POSTS)**

SALARY : R733 257 per annum
CENTRE : Pietermaritzburg, Head Office
REQUIREMENTS : A Bachelor's Degree/Diploma in Accounting or Economics or Commerce or equivalent. Three years' experience in management. Understanding financial management as implementation in Government and within the context of infrastructure/construction budgeting and spending. Valid Driver's Licence. Computer literate. Competencies: Knowledge PFMA /Division of Revenue Act/Treasury Regulations/ Practice Notes/Instructions/Circulars, Departmental Supply Chain Management Policies, Procedures and Delegations. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act 2000. Government Immovable Asset Management Act 2007. South African Schools Act of 1996, Regulations and Guidelines, National Archives and Records Service Act 1996. Public Service Act of 1994 and Regulations.

DUTIES : Financial data analysis and validations regarding programmes, projects, reporting and monitoring. Financial administration for all infrastructure programmes and projects. Budgeting administration within Chief Directorate. Compliance to the financial and SCM policies and prescripts in the Chief Directorate. Establish and maintain a documents management system for all financial documentation that complies with the requirements of the Auditor-General. People Management.

ENQUIRIES : Mrs N.V Hlongwane Tel No: 033 846 5533

POST 34/255 : **ELECTRICAL ENGINEER: INFRASTRUCTURE PLANNING REF NO: DOE/19/2021**

SALARY : R718 059 per annum
CENTRE : Pietermaritzburg, Head office
REQUIREMENTS : A Bachelor's Degree/Diploma in Engineering. Registration as a Professional Engineer with ECSA. Three years post qualification experience. Valid Driver's License. Computer Literacy.

DUTIES : The Provision of electrical engineering inputs and guidance which will include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, polices, system, norms standards and signing off on electrical installations. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documents and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and Infrastructure Programme Management Plan.

		Investigate electrical engineering installations and oversee commissioning of these. Undertake research.
<u>ENQUIRIES</u>	:	Mrs N.V Hlongwane Tel No: 033 846 5533
<u>POST 34/256</u>	:	<u>ASSISTANT DIRECTOR: NSNP DISTRICT CO-ORDINATOR REF NO: DOE/21/2021</u> (1 Year Renewable Contract) Re-Advertised, interested applicants are encouraged to apply
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) Pinetown District A Bachelor's Degree/Diploma coupled with three (3) or more years' administrative experience in the public sector environment. Valid Drivers' License and Computer Literacy. Knowledge of the National School Nutrition Programme or related field. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource Management, Technical Standards or Procedures, Needs and Priorities of Stakeholders and Managerial functions. Excellent computer skills, Good written and communication skills, Good typing skills, Analytical thinking, Computer Literacy, Financial Management, Change/Diversity Management, ensuring that Performance Standards remain adequate and that responsibilities are adhered to, Verbal and Written Communication Skills. Innovative, Honesty & Integrity, Creativity and Commitment, High level of concentration, confidentiality and commitment Ability to work irregular hours when necessary and ability to work efficiently with minimum supervision
<u>DUTIES</u>	:	Manage the school nutrition programme in the district, manage the financial and procurement aspects of the National School, Nutrition Programme in the district, handle the operation aspects of the National School Nutrition programme in the district, ensure the successful feeding of learners in provinces in compliance with NSNP Grant Framework, Monitor and report on programme implementation, Conceptualise, develop and write project proposals towards programme innovation and improvement within the district, Develop nutrition metrics to implement data-driven improvements within the district, Coordinate and support the National School Deworming Programme, Water, Sanitation and Hygiene (WASH) Programme as well as relevant research on child Nutrition within the district, contribute in the development of NSNP business plans, Facilitate capacity building workshops for the district, Compile monthly and quarterly Progress reports, make inputs in the reviewing and analyses of menu options in accordance with South African Based Dietary Guidelines making recommendations to the province. Collaborate and coordinate activities with other role players on nutrition issues and actively engage in nutrition education activities for the district, Liaise with Nutrition Education sub-directorate in developing resource material in line with the curriculum assessment and policy statement (CAPS), Perform delegated tasks and willingness to travel extensively and manage the performance of employees reporting under his/her section.
<u>ENQUIRIES</u>	:	Mrs N.V Hlongwane Tel No: 033 846 5533
<u>POST 34/257</u>	:	<u>WORKS INSPECTOR REF NO: DOE/20/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 08) Umzinyathi District A Bachelor's degree/ Diploma in Building or Mechanical or Electrical or N3 with Trade Test or National Diploma in Engineering. One year experience post qualification. Valid Driver's Licence. Computer literate. Competencies Job Creation Targets. National Building Standard Act 1997 and Regulations. Government Immovable Assets Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. South Africa Schools Act and Regulations. National Environmental Management Act of 1998.
<u>DUTIES</u>	:	Maintain and Infrastructure Projects. Assist with the training of Schools on the criteria applicable to maintenance projects and emergency repairs. Assist to assess the School Annual financial reports in terms of maintenance expenditure against performance. NEIMS assessment. Assist to collect relevant data and information for updating NEIMS and Facility Management System. Assist to review technical conditions assessment findings and make recommendations to Schools on areas that should receive specific attention. Disaster management plans. Assist to monitor compliance of disaster

management plans. Provide assistance with preparation of disaster management plans. School Maintenance Plans. Assist to draft School Maintenance Plans and budgets on completion of projects through application of life cycle costs. Assist School to develop maintenance plans and budgets. To implement inspections on infrastructure projects and implement conditions assessments. Prepare specifications for work. Develop bill quantities. Develop proposal on associated costs. Implement inspections on all building projects. Implement condition assessments.

ENQUIRIES : Mrs N.V Hlongwane Tel No: 033 846 5533

POST 34/258 : **ADMINISTRATIVE OFFICER: OFFICE OF THE DIRECTOR NSNP REF NO: DOE/22/2021 (X1 POST)**

(1 Year Renewable Contract)

Re-Advertised, interested applicants are encouraged to apply

SALARY : R257 508 per annum (Level 07)

CENTRE : Head Office, Pietermaritzburg

REQUIREMENTS : National Diploma in Public Administration/Financial Management or Equivalent qualification and relevant administrative experience in the public sector environment. Knowledge of the National School Nutrition Programme or related field. Competencies: Knowledge of a variety of work ranges and procedures such as Standards or Procedures and the needs and priorities of stakeholders. Skills: Analytical thinking, Computer Literacy, Financial Management, Change/Diversity Management, Ensuring that Performance Standards remain adequate and that responsibilities are adhered to, Verbal and Written Communication Skills. Attributes: Innovative, Honesty & Integrity, Creativity and Commitment

DUTIES : Liaise with other institutions and individuals and execute commitments with regard to program. Exercise control over all functions and personnel under his/her supervision in order to determine if organizational goals are achieved and taking corrective actions, if deemed necessary. The effective functioning and utilization of personnel by means of effective resource utilization and the application of fair labour practices in order to achieve organizational goals. Supervise the compilation of nomination process to ensure that the required standards have been met. Supervise the receiving, numbering and sorting of defaulting service providers of the National School Nutrition Programme (NSNP) and monitor liaison with Supply Chain Management (SCM) for the initiation of procurement processes. Supervise the compilation of market assessment reports to Supply Chain Management in respect of tenders or quotations for the programme. Supervise the payment queries forwarded to the Office of the Director. Supervise the compilation of BAS analysis report for delayed payments. Check on the advice provided to service providers on compliance requirements regarding delayed payments. Supervise the preparation of all relevant and compliance documents to be submitted to SCM for the preparation of any required specification and exercise control over all functions and personnel reporting to you.

ENQUIRIES : Mrs N.V Hlongwane Tel No: 033 846 5533

DEPARTMENT OF HEALTH

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

OTHER POSTS

POST 34/259 : **HEAD CLINICAL UNIT (ORTHOPAEDICS) GRADE 1 REF NO: MAD 32/2021 (X1 POST)**

SALARY : Grade 1: R1 728 807 – R1 834 890 per annum. The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.

CENTRE : Madadeni Provincial Hospital

REQUIREMENTS : A minimum of 5 years' experience after registration with HPCSA as Medical Specialist in Orthopaedics. Certificate of registration with the HPCSA as a Medical Specialist. Current registration with HPCSA as a Medical Specialist (2021 Receipt. Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills and

<u>DUTIES</u>	:	Competencies required: Sound Clinical knowledge and expertise in the relevant discipline. Knowledge of current health and Public Service Legislation, regulations and policy including medical ethics, epidemiology and statistics. Good communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development.
	:	Provide safe, ethical and high quality of care through the development of standards and risk assessments in the area Clinical and customer care (patient perspective) in the respective speciality. Provide a full package of services including after hour service. Develop, maintain and audit the correct implementation of clinical protocols and guidelines, implement and maintain an effective and seamless service delivery process within the hospital and referring facilities. Plan and provide continuous medical education to multidisciplinary team members and conduct and stimulate research. Manage and direct performance of junior staff within the area of control. Manage performance of junior staff within the area of control. Align clinical services delivery plans with hospital plans and priorities. Provide principal specialist service and support to the clinical Head of Department. Ensure compliance with Legislated norms and Standards. Participate in the continued medical education programme in the institution. Manage EPMDS of the General Surgery department. Participate in the extended management activities. Develop, implement and monitor quality improvement programmes. Develop and participate in the outreach programme Ensure a functional referral system that ensures a seamless health service.
<u>ENQUIRIES</u>	:	Dr. S.D Hadebe Tel No: 034 328 8370
<u>APPLICATIONS</u>	:	All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940
<u>FOR ATTENTION</u>	:	The Recruitment Officer
<u>NOTE</u>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of Qualifications and Identity document – Copies need not be certified when applying for a post. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
<u>CLOSING DATE</u>	:	15 October 2021
<u>POST 34/260</u>	:	<u>HEAD CLINICAL UNIT – OBSTETRICS AND GYNAECOLOGY REF NO: UGU 07/2021</u> Component: District Specialist Team
<u>SALARY</u>	:	R1 728 807 per annum, (TCE package)
<u>CENTRE</u>	:	Ugu Health District Office
<u>REQUIREMENTS</u>	:	Grade 12; Plus. Tertiary Qualification in the appropriate Health Science (MBCHB). At least (03) years post registration experience as a specialist in obstetrics and gynaecology after registration with HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Current registration with HPCSA as a Medical Specialist (2021).Certificate of service from previous and current employer endorsed and stamped by Human Resources Unendorsed valid Code B driver's license (code 08). Knowledge: Own clinical discipline. Relevant

<u>DUTIES</u>	:	legislations, regulations and policies. Quality assurance and improvement programmes. Programme planning, and evaluation. Information management, Human resources and financial management. Good Leadership Skills. Good Communication Skills, Good Problem solving Skills, Computer literacy, Stress tolerance. Self-confidence. Objective. Ethical. Emphatic. Passion for teaching. Support Clinics, CHC's and District Hospitals in all aspects of service delivery related to own specialist discipline. Promote clinical effectiveness in all facilities through supporting outreach programmes and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national and provincial norms and standards e.g. ESMOE. Provide supportive supervision/mentorship in relevant discipline; participate in the training of medical and nursing staff. Work with the District Management Team to establish, maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. Provided support to ensure appropriate infrastructure equipment and sundries from the provision of quality clinical care. Initiate, support and participate in risk management activities for patients. Initiate, Support and participate in clinical audits and quality improvement. Implement effective monitoring and evaluation process, effective use of data and appropriate reporting output and health outcomes. Represent own specialist discipline as a member of a District Specialist Team responsible for the delivery of quality health care for mothers, new-borns at all levels within the district. Clinical governance Promote equitable access to appropriate level of care for all mothers new-borns and children throughout the district Maintain personal competency in own clinical discipline.
<u>ENQUIRIES</u>	:	Mrs. S. Mabaso Tel No: 039 – 688 3001
<u>APPLICATIONS</u>	:	Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240
<u>FOR ATTENTION</u>	:	Mr. J.L. Majola
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document and Driver's License. Copies of certificates will only be requested from shortlisted candidates prior the interviews. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: UGU 04/2021. Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.
<u>CLOSING DATE</u>	:	15 October 2021
<u>POST 34/261</u>	:	<u>HEAD CLINICAL UNIT- PSYCHIATRY REF NO: RKK HCU 03/2021 (X1 POST)</u>
<u>SALARY</u>	:	R1 728 807 per annum, (All-inclusive salary package consists of 70% basic salary and 30% flexible portion that can be structured in terms applicable rules) (commuted overtime is compulsory).
<u>CENTRE</u>	:	R. K Khan Hospital – Psychiatry
<u>REQUIREMENTS</u>	:	Grade 12 or Matric Certificate. Appropriate qualification that allows registration with (HPCSA) as a Medical Specialist in Psychiatry. Appropriate Tertiary qualification in the Health Science Degree in MBChB or equivalent qualification. Registration certificate with the HPCSA as Specialist Psychiatrist. Current registration with the HPCSA as a Specialist in Psychiatry. Five (5) years' experience as a Specialist in Psychiatry after registration with HPCSA as a Medical Specialist.NB Certificates of Service from previous employers and current employer which must be endorsed by Human Resource Management is compulsory. Clinical administrative and management abilities. Experience

and knowledge of mental health services in EThekweni District. Knowledge of teaching and training health care professionals in mental health leadership communication and organizational skills, program planning, implementation and evaluation, knowledge and ability to develop programs focused on psychosocial rehabilitation and management of substance abuse commodity with mental illness. Management of resources.

DUTIES : Provide specialist psychiatric care, assessment and evaluations of mental health care users (MHCUs) at both institutional and community levels. Provide academic teaching and clinical training to the students and trainees in Medical, Nursing and allied Professions. Provide in reach and outreach to referring disciplines and institutions. Promote and provide community oriented services. Participate in development of guidelines, protocols and referral pathways for the management of MHCH's. Ensure the effective, efficient and economical use of allocated Resources Inclusive of Human resource. Stimulate, participate and supervise research. Co-ordinate specialist's services for the discipline. Participate in postgraduate and other relevant academic and training program. To conduct quality improvement and clinical programs.

ENQUIRIES : Dr. B. Madlala Tel No: 031 459 6410
APPLICATIONS : Human Resource Department, R K Khan Hospital Private Bag x 004 Chatsworth, 4030 or Hand delivered to R K Khan Hospital Human Resource Department Ground floor Recruitment Officer Room no. 35

FOR ATTENTION : Human Resource Manager
NOTE : Applications should be submitted on form Z83 from any Public Service. Department Human Resource Department OR from the website www.kznhealth.gov.za copies of ID, Matric, highest educational qualifications and HPCSA registration – not copies of certified copies. Current registration with HPCSA 2021. Updated Curriculum Vitae. Certified copy of certificates of service endorsed by Human Resource. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2021. Faxed documents will not be accepted. **NB**: Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Appointments are subjected to positive outcome obtained from State Security Agency (SSA) to the following checks (Security clearance, criminal clearance, credit records, citizenship, verification of Qualification by SAQA and verification from (CIPC) Company Intellectual Property Commission. Applicants in possession of a foreign qualification must attach an evaluation certificate which is obtain from South African Qualifications Authority (SAQA). Due to financial constraints no S & T or relocation costs will be paid for attending interviews. NB: Relocation is at your own cost due to financial constraints- No S&T claims or relocation cost to be paid

CLOSING DATE : 15 October 2021 16:00 afternoon

POST 34/262 : **DISTRICT CLINICAL SPECIALIST (HEAD: CLINICAL UNIT FAMILY MEDICINE) REF NO: ZULDCST/2021**

SALARY : R1 728 807 – R1 834 890 per annum, (an all-inclusive package) will be payable subject to certain conditions. The inclusive package must be structured in accordance with applicable rules. Other Benefits May Include: Rural allowance will be payable subject to certain conditions commuted overtime (conditions apply). Joint appointment with a university (conditions apply) basic necessities which may include accommodation, transport and subsistence (appropriate rules apply).

CENTRE : Zululand Health District office, Ulundi
REQUIREMENTS : Senior Certificate (Grade 12). An appropriate specialist qualification registrable with the Health Professions Council of South Africa (HPCSA) a family physician, Plus Current registration with the relevant professional statutory body, plus At least 5 (five) years as a specialist. It would be required of the successful candidate to sign a performance agreement. Non South African citizens who are not permanent residents will be considered for an annual renewable contract. Unendorsed valid code B driver's license (Code 8). A one year renewable contract is offered to all retired medical specialists, (including academics, private & public specialists). Competencies Knowledge: Own clinical discipline, relevant legislation, regulations and policies. Quality assurance and improvement programs. Program planning, and evaluation. Information management. Human resources and financial management. Skills: Leadership, communication, problem solving, computer literacy Behavioral

- DUTIES** : Attributes: Stress tolerance, self-confidence, and objective, ethical, emphatic.
: Represent own specialist discipline as a member of District Clinical Specialist Team responsible for the delivery of quality health care for mothers, new-born and children at all levels within the health district. Promote equitable access to an appropriate level of care for all mothers, new-born and children throughout the district, Maintain personal competency in own clinical discipline whilst ensuring that no more than 10-20% of time is spent on clinical care at the regional or tertiary hospital. At least 80% of time to be spent on activities within the district, Overtime in local regional and tertiary hospitals is optional Support clinics, community health centers and district hospitals with all aspects of service delivery related to own specialist discipline, Promote clinical effectiveness in all facilities through supporting outreach programs and development, dissemination or Implementation of clinical protocols and standard treatment guidelines aligned with national norms and standards. Facilitate and participate in the development, training and mentorship under post-graduate medical, nursing and allied health professionals, this may require involvement with local academic training institutions. Work with the district management team to establish and maintain systems including surveillance, health information, communication and referral guidelines and process to support the delivery of services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care. Initiate, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meeting) practitioner (e.g. infection control) and organization (e.g. performance reviews).Initiate, support and participation in relevant research, this may require involvement with local academic training institutions. Foster effective teamwork and collaborate within the district specialist team. Enable engagement with the local community and relevant non-government organizations. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial department of health.
- ENQUIRIES** : Mrs L Dlamini Tel No: 035- 8740605
APPLICATIONS : KwaZulu-Natal Zululand Health District Office, Private Bag x 81 Ulundi3838, 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 copies of your qualification including an academic record for all relevant qualification and a Matric certificate. Kindly attach a copy of a Driver's licence if required and your ID/Passport. Applicants must provide original Service records for all relevant experience, proof of management experience (where it is a requirement), job description for current position and a letter from the respective Human Resources for occupying acting positions It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. Candidates will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competency assessment.
- CLOSING DATE** : 15 October 2021
- POST 34/263** : **MEDICAL SPECIALIST GRADE 1: OTOHINOLARYNGOLOGY (ENT) NO: HRM 68/2021 (X1 POST)**
Directorate: ENT
- SALARY** : Grade 1: R1 106 040 – R1 173 900 per annum, (All-inclusive package)
CENTRE : King Edward VIII Hospital (KEH)
REQUIREMENTS : MBCHB or equivalent PLUS registration with HPCSA as Specialist Otorhinolaryngology PLUS Current registration with HPCSA as a Medical Specialist (2021/2022). **Grade 1:** None to less than 5 years actual experience as a Specialist after registration with the HPCSA. Recommendation: Computer Literacy Knowledge, Skills, Training and Competencies Required: Sound knowledge and experience in Otorhinolaryngology, The ability to teach and supervise junior staff, Middle management skills, Research principles, Quality awareness, Good administrative, leadership, decision making and communication skills.

- DUTIES** : Provide Specialist Otorhinolaryngology – Head and Neck surgery services to all departments at King Edward VIII Hospital as well as in the relevant Durban Metropolitan state hospitals, Control and management of these services as delegated, Maintain clinical, professional and ethical standards related to these services, Training and supervision of Registrars in Otorhinolaryngology, Provide expert opinion where required and consult with Specialists on Otorhinolaryngological procedures, Participate in the Quality Improvement programs of the Department, Maintain necessary discipline over staff under his/her control, Attend to administrative matters as pertains to the unit, Conduct, assist and stimulate research, particularly MMed research, Provide after hour ENT specialist care to the Durban functional region in accordance with, the commuted overtime contract, The successful candidate will be expected to perform duties at any of the hospitals in the Durban Functional Region, as determined by the Head.
- ENQUIRIES** : Dr. N. Khuzwayo Tel No: 031 360 3854
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. ID documents, Std 10, educational qualifications, certificates of service and professional registration certificate and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. NB: This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)
- CLOSING DATE** : 15 October 2021
- POST 34/264** : **MEDICAL SPECIALIST (FAMILY MEDICINE) GRADE 01 – 03) REF NO: NKAH 14/2021 (X1 POST)**
- SALARY** : Grade 1: R1 106 040 – R1 173 900 per annum, (All-inclusive package)
Grade 2: R1 264 623 – R1 342 230 per annum, (All-inclusive package)
Grade 3: R1 467 651 – R1 834 890 per annum, (All-inclusive package)
- CENTRE** : Nkandla Hospital
- REQUIREMENTS** : **Grade 1** No experience required. **Grade 2** Five (05) years' experience after registration with HPCSA as Medical Specialist **Grade 3** 10 years' experience after registration with HPCSA as Medical Specialist MBCHB Qualification, Appropriate qualification that allows for registration with the Health Profession Council of South Africa (HPCSA) as a medical Specialist in a normal Speciality (i.e. Family Medicine). Current registration with Health Professionals Council of South Africa (HPCSA) as a medical specialist in Family Medicine. Unendorsed valid Code B Drivers Licence (Code 08). Proof of current and previous working experience endorsed by Human Resource Department (Certificate of Service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Sound clinical knowledge and experience in relevant discipline. Knowledge Of current Health and Public Service legislation, regulation and policy including medical ethics, epidemiology and statistics. Good communication, Leadership, decision – making and clinical skills. Ability to teach junior doctors and participate in continuing professional development.
- DUTIES** : Provide safe, ethical and high quality of care through the development of standards and risk assessment in the area of clinical and customer care (patient perspective) in the respective speciality. Provide a full package

services including after hour services. Develop, maintain and audit the correct implementation of clinical protocols and guidelines, implement and maintain an efficient, effective and seamless service delivery process within institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members and conduct the stimulate research. Manage and direct performance of junior staff within the area of control. Align clinical service delivery plans with hospital plans and priorities. Provide specialist service delivery plans with hospital plans and priorities. Ensure compliance with national Core Standards. Participate in the continued medical education programme in the institution. Manage EPMDs of junior staff. Participate in the extended management activities. Develop, Implement and monitor quality improvement programmes. Develop and participate in Outreach programmes. Ensure a function referral system. Actively participate in the academic programme run by the department of health for the postgraduate training of registrars. Clinical teaching of undergraduate and postgraduate programme runs by the department of health for the past graduate training referral system. Actively participate in the academic programme run by the department of health for the postgraduate training of Registrars. Clinical teaching of undergraduate students. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congress. The incumbent should have comprehensive knowledge of the special investigations within the discipline. Render an efficient and cost – effective health services to patients managed by the institution. Ensure clinical governance within the discipline. Deliver an effective and efficient administration with the discipline. Assist the head of clinical unit (HCU) to ensure an optional delivery of services within the discipline. Assist the HCU in the development of management protocols/policies for the Department discipline. Assist with quality improvement imperatives including clinical audits (morbidity and mortality reporting and reviewing, clinical documentation audits etc.) and continuous professional development activities. Maintain satisfactory clinical, professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of DOH. After hour participate in call rosters.

**ENQUIRIES
APPLICATIONS**

: Dr. DD Hlophe Tel No: 035 833 5000 ext: 5021
 : All applications should be posted to: The Chief Executive Officer: Nkandla District Hospital Private Bag X102, Nkandla, 3855

**FOR ATTENTION
NOTE**

: Human Resource Manager
 : 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. Applicants must submit copies of Identity document; highest educational qualifications, certificate of service, professional registration certificates and a proof of current registration must be submitted together with your Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from Human Resource. 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, Please note that failure to comply with the above instructions will disqualify the applicant. Please note that selected candidates will be subjected to pre-employment screening and verification process including a CICP (Companies Intellectual Property Commission) screening. Due to the large number of applications anticipated, receipts of applications will now be acknowledged. Should you not be advised within 90 days of the closing date, kindly consider your application as unsuccessful. It is applicant's responsibility to have a foreign qualification which is the requirement of the post, evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department). Please note that due to financial constraints, there will be no payment of S&T claims

CLOSING DATE

: 15 October 2021

<u>POST 34/265</u>	:	<u>MEDICAL SPECIALIST (FAMILY MEDICINE) GRADE 01 – 03) REF NO: NKAH 14/2021 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R1 106 040 – R1 173 900 per annum, (All-inclusive package) Grade 2: R1 264 623 – R1 342 230 per annum, (All-inclusive package) Grade 3: R1 467 651 – R1 834 890 per annum, (All-inclusive package)
<u>CENTRE REQUIREMENTS</u>	:	Nkandla Hospital Grade 1: No experience required. Grade 2: Five (05) years' experience after registration with HPCSA as Medical Special Grade 3: 10 years' experience after registration with HPCSA as Medical Specialist MBCHB Qualification, Appropriate qualification that allows for registration with the Health Profession Council of South Africa (HPCSA) as a medical Specialist in a normal Speciality (i.e. Family Medicine). Current registration with Health Professionals Council of South Africa (HPCSA) as a medical specialist in Family Medicine. Unendorsed valid Code B Drivers Licence (Code 08). Proof of current and previous working experience endorsed by Human Resource Department (Certificate of Service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Sound clinical knowledge and experience in relevant discipline. Knowledge Of current Health and Public Service legislation, regulation and policy including medical ethics, epidemiology and statistics. Good communication, Leadership, decision – making and clinical skills. Ability to teach junior doctors and participate in counting professional development.
<u>DUTIES</u>	:	Provide safe, ethical and high quality of care through the development of standards and risk assessment in the area of clinical and customer care (patient perspective) in the respective speciality. Provide a full package services including after hour services. Develop, maintain and audit the correct implementation of clinical protocols and guidelines, implement and maintain an efficient, effective and seamless service delivery process within institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members and conduct the stimulate research. Manage and direct performance of junior staff within the area of control. Align clinical service delivery plans with hospital plans and priorities. Provide specialist service delivery plans with hospital plans and priorities. Ensure compliance with national Core Standards. Participate in the continued medical education programme in the institution. Manage EPMDS of junior staff. Participate in the extended management activities. Develop, Implement and monitor quality improvement programmes. Develop and participate in Outreach programmes. Ensure a function referral system. Actively participate in the academic programme run by the department of health for the postgraduate training of registrars. Clinical teaching of undergraduate and postgraduate programme runs by the department of health for the past graduate training referral system. Actively participate in the academic programme run by the department of health for the postgraduate training of Registrars. Clinical teaching of undergraduate students. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congress. The incumbent should have comprehensive knowledge of the special investigations within the discipline. Render an efficient and cost – effective health services to patients managed by the institution. Ensure clinical governance within the discipline. Deliver an effective and efficient administration with the discipline. Assist the head of clinical unit (HCU) to ensure an optional delivery of services within the discipline. Assist the HCU in the development of management protocols/policies for the Department discipline. Assist with quality improvement imperatives including clinical audits (morbidity and mortality reporting and reviewing, clinical documentation audits etc.) and continuous professional development activities. Maintain satisfactory clinical, professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of DOH. After hour participate in call rosters.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. DD Hlophe Tel No: 035 833 5000 ext: 5021 All applications should be posted to: The Chief Executive Officer: Nkandla District Hospital Private Bag X102, Nkandla, 3855
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager 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 . Applicants must submit copies of Identity document;

highest educational qualifications, certificate of service, professional registration certificates and a proof of current registration must be submitted together with your Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from Human Resource. 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, Please note that failure to comply with the above instructions will disqualify the applicant. Please note that selected candidates will be subjected to pre-employment screening and verification process including a CACP (Companies Intellectual Property Commission) screening. Due to the large number of applications anticipated, receipts of applications will now be acknowledged. Should you not be advised within 90 days of the closing date, kindly consider your application as unsuccessful. It is applicant's responsibility to have a foreign qualification which is the requirement of the post, evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department). Please note that due to financial constraints, there will be no payment of S&T claims NB: Preference will be given to African Male and people with disabilities.

- CLOSING DATE** : 15 October 2021
- POST 34/266** : **MEDICAL OFFICER GRADE 1, 2, 3 REF NO: MS/21/2021 (X4 POSTS)**
Re-Advertisement
- SALARY** : Grade 1: R821 205 - R884 670 per annum, (all-inclusive package)
Grade 2: R938 964 - R1 026 693 per annum, (all-inclusive package)
Grade 3: R1 089 693 - R1 362 366 per annum, (all-inclusive package)
(All-inclusive package consist of 70% basic salary and 30% flexible portion that can be structured in terms of the applicable rules Other Benefit 22% rural allowance & Fixed/ commuted overtime
- CENTRE** : Mseleni Hospital
- REQUIREMENTS** : Certified copy of Grade 12/Matric certificate Certified copy of MBCHB Degree
Certified copy of current annual fees (renewal) registration with the HPC SA (2021/2022) Certified copy of Registration Certificate with HPCSA as a Medical Practitioner NB: Certificate of service from previous employer is compulsory /verification of employment from current employer, which must be endorsed and signed by Human Resource Experience and Salary Package **Grade 1:** Experience: No experience required Foreign qualified candidates require one (1) year experience after registration as a Medical Practitioner with recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2** Experience: Five (5) years relevant experience after Registration as a Medical Practitioner with recognized Health Professional Council. Foreign qualified candidates requires six (6) years' experience after registration as a Medical Practitioner with recognized Foreign Health Professional Council of whom it is not required to perform Community Service as required in South Africa **Grade 3** Experience: Ten (10) years relevant experience after Registration as a Medical Practitioner with recognized Health Professional Council. Foreign qualified candidates require Eleven (11) years' experience after registration as a Medical Practitioner with recognized Foreign Health Professional Council of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills, Training and Competencies Required Knowledge of national quality standards relating to primary health care Sound clinical knowledge within the discipline Ability to deal with all medical emergencies Ability to access, diagnose and manage patients Ability to work with multi-disciplinary team setting Excellent communication and interpersonal skills Knowledge of current Health Legislation and policies at Public Institutions.
- DUTIES** : Ensure that cost effective service delivery is maintained within the respective department Undertake on-going medical education and professional development Undertake on-going care individual's patients to allow for continuity of care Diagnose and evaluate patient's state of health Provision of quality patient care for all patients Examine, investigate, diagnose and oversee the treatment of patients Provision of after-hours services to care for emergency cases Provide medicine related information to clinical staff as may

		be required Maintain accurate health records in accordance with legal ethical considerations Train and guide staff and health associated professionals Actively participate in morbidity and mortality reviews Attend and participate in continuous medical education Participate in quality improvement programmes Attend to administrative matters as required Perform commuted overtime.
<u>ENQUIRIES</u>	:	Dr L L Hobe Tel No: (035) 574 1004
<u>APPLICATIONS</u>	:	should be forwarded to: The Assistant Director HRM: for attention of Ms JSS Khuzwayo Mseleni Hospital, P.O Sibhayi, 3967
<u>NOTE</u>	:	Directions to the candidates: The following documents must be submitted: Application for employment form (Z.83) which is obtainable from any government Department OR from website- www.kznhealth.gov.za 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, copies of certificates, Identity Document and Driver's License. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications.
<u>CLOSING DATE</u>	:	22 October 2021
<u>POST 34/267</u>	:	<u>MEDICAL OFFICER: GRADE 1: OTOHINOLARYNGOLOGY (ENT) NO: HRM 69/2021 (X1 POST)</u> Directorate: ENT
<u>SALARY</u>	:	Grade 1: R821 205 – R884 670 per annum, (All inclusive package)
<u>CENTRE</u>	:	King Edward VIII Hospital (KEH)
<u>REQUIREMENTS</u>	:	MBCHB or equivalent PLUS registration with HPCSA as Medical Practitioner PLUS Current registration with HPCSA as a Medical practitioner (2021/2022). Grade 1: None to less than 5 years actual experience as a Medical Practitioner after registration with the HPCSA. Recommendation: Computer Literacy Knowledge, Skills, Training and Competencies Required: Sound knowledge and experience in Otorhinolaryngology, Ability to teach and supervise junior staff and medical students, Good communication, decision making and clinical skills, Ability to function in a multi-disciplinary team.
<u>DUTIES</u>	:	Provide Otorhinolaryngology service as well as head and neck surgery at King Edward VIII Hospital and at relevant Durban Metropolitan State Hospitals, Provide after hour care in accordance with the commuted overtime contract, Supervision and training of junior staff working in the Department, Present at academic meetings in the Department, To teach medical students and Nursing staff as required, Participate in the quality improvement programs of the Department including clinical audits and CPD activities, Maintain clinical, professional and ethical standards, Assist unit manager in developing of protocols and clinical guidelines, After hour's duties is a requirement
<u>ENQUIRIES</u>	:	Dr. R. Bipath Tel No: 031 260 4292
<u>APPLICATIONS</u>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . ID documents, Std 10, educational qualifications, certificates of service and professional registration certificate and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref

APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. NB: This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)

- CLOSING DATE** : 15 October 2021
- POST 34/268** : **MEDICAL OFFICER (INTERNAL MEDICINE) (GRADE 1-3) REF NO: MAD 31/2021 (X3 POSTS)**
- SALARY** : Grade 1: R821 205 – R884 670 per annum
Grade 2: R938 964 – R1 026 693 per annum
Grade 3: R1 089 693 – R1 362 366 per annum
The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.
- CENTRE REQUIREMENTS** : Madadeni Provincial Hospital
: Medical Officer **Grade 1**: No experience required from South African qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 2** Five (5) years' relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Six (6) years' relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 3**. Ten (10) years' relevant experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Eleven (11) years' relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Recommendation: driver's license. Knowledge, Skills and Competencies required: - Sound Clinical knowledge and expertise. Good interpersonal, managerial and supervisory skills. Sound knowledge of clinical procedures and protocols within the discipline. Ability to manage patients independently. Sound knowledge of principle of public service and health services management. Ability to plan effectively and efficiently.
- DUTIES** : To provide effective and efficient regional level care for the patients of Madadeni Hospital and its catchment population. Provide guidance and training to junior medical staff. Ability to manage patients in the wards, clinics, intensive care units as part of a multi-disciplinary team. Participating in a continuing medical education programme. Performing after hours commuted overtime. To assist in the development and implementation of guidelines and protocols. To participate and/ accept delegation for the coordination and implementation of Clinical Governance projects (as well as Quality Improvement Programmes). To participate in outreach activities for the delivery, supervision and support of services at referring or down-referral facilities. To contribute towards a positive, supportive and conducive environment for junior staff, patients and their relatives. To participate in the academic programmes and in-service programmes (for nurses, interns, medical officers). Ensure standard of patients care and services is maintained.
- ENQUIRIES APPLICATIONS** : Dr. S.D Hadebe Tel No: 034 328 8370
: All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940
- FOR ATTENTION NOTE** : The Recruitment Officer
: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to

Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of Qualifications and Identity document – Copies need not be certified when applying for a post. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

<u>CLOSING DATE</u>	:	15 October 2021
<u>POST 34/269</u>	:	<u>MEDICAL OFFICER GRADE 1 – (INTERNAL MEDICINE) REF NO: HRM 64/2021 (X1 POST)</u> Directorate: Internal Medicine
<u>SALARY</u>	:	Grade 1: R821 205 – R884 670 per annum, (All-inclusive none to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner
<u>CENTRE</u>	:	King Edward VIII Hospital (KEH)
<u>REQUIREMENTS</u>	:	Matric or senior certificate/equivalent qualification, MBCHB degree or equivalent qualification PLUS Registration certificate with the HPCSA as an Independent Medical Practitioner PLUS, Current registration with the HPCSA (2021/2022) Compulsory Overtime: Commuted overtime is compulsory Knowledge, Skills, Training And Competencies Required: Sound knowledge of nuclear medicine Good decision making, problem solving, leadership and mentoring skills, Sound medical ethics skills Good communication skills, Service delivery orientated, Policy development. Recommendations: Computer Literacy, Computer Literacy Advanced Cardiovascular Life Support certification, a minimum of 1 year post registration clinical experience in Internal Medicine will be an added advantage.
<u>DUTIES</u>	:	Daily work in Acute Medical Unit (AMU). Daily ward rounds at Haemodialysis unit at St. Aidans Hospital. To efficiently execute duties which support the aims and objectives of Department of Medicine in providing care for in patients and outpatients in the Department of Internal Medicine and COVID unit? To supervise the training of interns, and undergraduate medical students in Medicine. Attain competency in recognising and managing common medical disorders. To participate in and contribute to the research and outreach activities of the Department of Internal Medicine Internal Medicine. To be able to work in a medical team and a multi-disciplinary team including nursing staff and allied disciplines. To be able to work in a medical team and a multi-disciplinary team including nursing staff and allied disciplines. Manage inpatients and outpatients, follow-up-clinic including MOPD, Medical Emergency Unit. Discharge of patients who are fit for discharge with appropriate arrangements made for follow-up and step down care Function independently to manage medical emergencies. Attain competency in performing invasive procedures. Counselling of patients and family members. Provide community orientated clinical service and support primary health care service. Liaise and consult with other departments. Attain knowledge of rational drug treatment. Attain knowledge of rational drug treatment. Attain knowledge of rational drug treatment. Participate in quality improvement programs, clinical audits, peer review meetings and policy development, mortality meetings and statistical collection. Attendance, participation and presentation in academic program of the department. Attendance, participation and presentation in academic program of the department. Attendance, participation and presentation in academic program of the department. Attendance, participation and presentation in

		academic program of the department Co-ordinate and supervise student examinations. Candidate must be prepared to perform after hour duties (commuted overtime)
<u>ENQUIRIES</u>	:	Dr. N Khuzwayo Tel No: 031 360 3854
<u>APPLICATIONS</u>	:	All applications must be addressed to the Deputy Director: HR, and should be placed in the red application box situated next to the ATM in the Admin. Building or posted to Private Bag X02, Congella, 4013
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims. NB: This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying)
<u>CLOSING DATE</u>	:	15 October 2021
<u>POST 34/270</u>	:	<u>ASSISTANT MANAGER NURSING (NIGHT DUTY) REF NO: SAP 08/2021 (X1 POST)</u>
<u>SALARY</u>	:	R562 800 – R652 437 per annum. Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Homeowner's allowances employee must meet prescribed requirements)
<u>CENTRE</u>	:	St Apollinaris Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate/Grade 12 or equivalent qualification. Degree/Diploma qualification that allows registration to General Nursing & Midwifery. Proof of current Registration certificate with SANC (2021).A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and midwifery. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level Valid. Driver's licence. Educational qualification, certificate of service and professional registration certificate need not be certified as only shortlisted candidate will be requested to supply certified copies and proof of registration must be submitted together with your CV. Recommendations Computer Literacy Skills: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Ensure that the clinical nursing practice by the nursing team (area/facility) is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices Demonstrate a basic understanding of the legislative framework governing the public service.
<u>DUTIES</u>	:	Delegate, supervisor and co-ordinate the provision of effective and efficient patient care and increase life expectancy. Perform night duty services. Monitor and ensure proper utilisation of financial and physical resource. Manage human resources and data collection. Participate in the analysis, formulation and implementation of nursing guidelines, practice, standards and procedures.
<u>ENQUIRIES</u>	:	should be directed to MR TS Zuma Tel No: 0398339001-8
<u>APPLICATIONS</u>	:	Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263

- FOR ATTENTION** : Human Resources Section, Hand delivered applications may be dropped in the application box at Security Department on or before the closing date before 16:00.
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed). Certificate of service endorsed by Human Resources. Certified copy of Identity Document. Educational qualification, certificate of service and professional registration certificate and driver's licence where appropriate need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of foreign qualifications 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. "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.
- CLOSING DATE** : 15 October 2021
- POST 34/271** : **OPERATIONAL MANAGER NURSING – PHC REF NO: EGUM 14/2021 (X1 POST)**
- SALARY** : R562 800 – R633 432 per annum, Plus 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
- CENTRE** : Institution: E G & Usher Memorial Hospital – Gateway Clinic
- REQUIREMENTS** : Grade 12 Certificate or equivalent. Degree/Diploma in General nursing plus 1 year post basic qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. Current registration with SANC as a General Nurse with Midwifery (2021 receipt). A Minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC). Five (5) years of the period referred to above, must be appropriate / recognized experience after obtaining a 1 year post basic qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. Knowledge, Skills, Training and Competencies Required: Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Public Service Regulations, Labour Relations Act, disciplinary code and procedures, grievance procedures etc. Knowledge of SANC rules and Regulations and other relevant Legal Framework. Knowledge of Quality Assurance programmes Batho Pele principles and Patient Rights Charter. Insight into procedures and policies pertaining to nursing care. Human Resource Management and Basic financial management skills. Leadership organisational, supervisory and report writing skills. Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving skills. Computer skills in basic programmes. Recommendation: Training certificate on Nurse initiated and management of ART (Nimart). Unendorsed Driver's licence (code 8 or 10).
- DUTIES** : Monitor provision of quality and comprehensive primary health care package, ICSM in the Clinic. Assist in planning, organizing and monitoring of objectives of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Ability to plan and organize own work and that of support personnel to ensure proper nursing care including participating actively in Operation Sukuma Sakhe Programme. Work as part of the multidisciplinary team to ensure good service delivery care. Demonstrate effective communication with patients, community and multidisciplinary team.

Monitor safe patient service delivery and improve client satisfaction in the clinic. Participate in the attainment of National Core Standards Status. Contribute to the ideal Clinic realization and maintenance (ICRM) status. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate and understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and management of all patients through clinical audits. Monitor implementation of PHC Re-Engineering in the clinic, including ICDM. Monitor implementation and performance on indicators on daily, weekly and monthly basis, provide feedback to management, analyze data and draw up quality improvement plan and implementation plan. Exercise control of discipline and any other Labour Related issues in terms of laid down procedures. Ensure complaint management is functional of in the Clinic.

**ENQUIRIES
APPLICATIONS**

: Ms. NB Dladla Tel No: 039 - 797 8100
 : Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

**FOR ATTENTION
NOTE**

: Human Resource Department
 : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Due to the National Level 2 Lockdown implementation, applicants are required to submit their applications copies of highest educational qualifications, Identity document, Driver's License (where applicable) and any other relevant qualifications without being certified. In addition, all shortlisted applicants will be requested to bring originals. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 01/2021 NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews

CLOSING DATE

: 15 October 2021 at 16H00 afternoon

POST 34/272

: **ASSISTANT DIRECTOR: RADIOGRAPHY REF NO: NKAH 13/2021 (X1 POST)**

SALARY

: R517 326 per annum, Plus 13th Cheque, Rural Allowance 12%, Medical Aid – Optional, Government Employee Housing Scheme – Employee must meet the prescribed requirements

**CENTRE
REQUIREMENTS**

: Nkandla Hospital
 : Degree / National Diploma in diagnostic Radiography_ Current Registration with the Health Professions Council of South Africa as a Diagnostic radiographer. A minimum of 03 years' experience in Diagnostic radiography of which 02 years must be at a supervisory level within the radiology department after registration with HPCSA as a Diagnostic Radiography Proof of previous and current experience endorsed and stamped by Human Resource Department_ Applicants must submit confirmation letter of relevant experience

from their supervisor in an official letterhead of the employer when apply. Skills, knowledge and competencies: Working knowledge and experience of radiography principles, systems and procedures performed within the radiology department. Working knowledge and experience of radiography management. Sound knowledge of radiation safety regulations. Sound knowledge of diagnostic radiography equipment and protocols. Computer literacy. Knowledge of relevant public service policies, acts and regulations Comprehensive knowledge of OHS act and other relevant Health Acts. Knowledge of Human Resource related policies and procedures. Working knowledge and experience of EPMSD Knowledge of quality assurance policies knowledge of basic supply chain processes Human Resource Management skills Sound interpersonal and problem solving skills. Good verbal and written communication skills.

DUTIES

: Supervise and participate in the provision of clinical radiographic services by implementation of departmental policies and procedures, performance of imaging examinations whilst adhering to radiography protocols, practices, and techniques. Participate in the radiation protection program in a completely digital radiology department and ensure that radiation safety protocols in compliance with the department of health radiation control directorate are adhering to. Participate in the training and development program for radiographers, by the implementation of appropriate training and development programs for radiography and assume specific trainer roles when delegated to oversee specific imaging areas within radiology. Participate and coordinate the training of radiography students while liaising with the training institution. Ensure an effective and efficient control and usage of surgical sundries, pharmaceuticals, equipment and miscellaneous stores items in the radiology facility. Ensure procurement of consumables by leading, controlling and monitoring the replenishment of stock levels for the radiology department with the guidance of the manager. Ensure that all administrative functions required in the component and subcomponents are performed to the required standard, including employee performance, management and development systems. Ensure IPC compliance/training in the department by leading controlling and monitoring g the implementation of IPC protocols and policies. Working knowledge and experience of radiography principles, system and procedures, sound knowledge of radiation safety regulations, comprehensive knowledge of OHS act and other relevant Health Act, sound knowledge of diagnostic equipment and protocols.

**ENQUIRIES
APPLICATIONS**

: Dr. DD Hlophe Tel No: 035 833 5000 ext: 5021
 : All applications should be posted to: The Chief Executive Officer: Nkandla District Hospital Private Bag X102, Nkandla, 3855

**FOR ATTENTION
NOTE**

: Human Resource Manager
 : 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. Applicants must submit copies of Identity document; highest educational qualifications, certificate of service, professional registration certificates and a proof of current registration must be submitted together with your Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from Human Resource. 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, Please note that failure to comply with the above instructions will disqualify the applicant. Please note that selected candidates will be subjected to pre-employment screening and verification process including a CICP (Companies Intellectual Property Commission) screening. Due to the large number of applications anticipated, receipts of applications will now be acknowledged. Should you not be advised within 90 days of the closing date, kindly consider your application as unsuccessful. It is applicant's responsibility to have a foreign qualification which is the requirement of the post, evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department). Please note that due to financial constraints, there will be no payment of S&T claims NB: Preference will be given to African Male and people with disabilities.

CLOSING DATE

: 15 October 2021

POST 34/273 : **ASSISTANT DIRECTOR: RADIOGRAPHY REF NO: NKAH 13/2021 (X1 POST)**

SALARY : R517 326.per annum, Plus 13th Cheque, Rural Allowance 12%, Medical Aid – Optional, Government Employee Housing Scheme – Employee must meet the prescribed requirements

CENTRE REQUIREMENTS : Nkandla Hosptal
Degree/National Diploma in diagnostic Radiography. Current Registration with the Health Professions Council of South Africa as a Diagnostic radiographer. A minimum of 03 years' experience in Diagnostic radiography of which 02 years must be at a supervisory level within the radiology department after registration with HPCSA as a Diagnostic Radiography Proof of previous and current experience endorsed and stamped by Human Resource Department Applicants must submit confirmation letter of relevant experience from their supervisor in an official letterhead of the employer when apply. Skills, knowledge and competencies: Working knowledge and experience of radiography principles, systems and procedures performed within the radiology department. Working knowledge and experience of radiography management. Sound knowledge of radiation safety regulations. Sound knowledge of diagnostic radiography equipment and protocols. Computer literacy. Knowledge of relevant public service policies, acts and regulations Comprehensive knowledge of OHS act and other relevant Health Acts. Knowledge of Human Resource related policies and procedures. Working knowledge and experience of EPMDS Knowledge of quality assurance policies knowledge of basic supply chain processes Human Resource Management skills Sound interpersonal and problem solving skills. Good verbal and written communication skills.

DUTIES : Supervise and participate in the provision of clinical radiographic services by implementation of departmental policies and procedures, performance of imaging examinations whilst adhering to radiography protocols, practices, and techniques. Participate in the radiation protection program in a completely digital radiology department and ensure that radiation safety protocols in compliance with the department of health radiation control directorate are adhering to. Participate in the training and development program for radiographers, by the implementation of appropriate training and development programs for radiography and assume specific trainer roles when delegated to oversee specific imaging areas within radiology. Participate and coordinate the training of radiography students while liaising with the training institution. Ensure an effective and efficient control and usage of surgical sundries, pharmaceuticals, equipment and miscellaneous stores items in the radiology facility. Ensure procurement of consumables by leading, controlling and monitoring the replenishment of stock levels for the radiology department with the guidance of the manager. Ensure that all administrative functions required in the component and subcomponents are performed to the required standard, including employee performance, management and development systems. Ensure IPC compliance/training in the department by leading controlling and monitoring g the implementation of IPC protocols and policies. Working knowledge and experience of radiography principles, system and procedures, sound knowledge of radiation safety regulations, comprehensive knowledge of OHS act and other relevant Health Act, sound knowledge of diagnostic equipment and protocols.

ENQUIRIES APPLICATIONS : Dr. DD Hlophe Tel No: 035 833 5000 ex: 5021
All applications should be posted to: The Chief Executive Officer: Nkandla District Hospital Private Bag X102, Nkandla, 3855

FOR ATTENTION NOTE : Human Resource Manager
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. Applicants must submit copies of Identity document; highest educational qualifications, certificate of service, professional registration certificates and a proof of current registration must be submitted together with your Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from Human Resource. 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, Please note that failure to comply with the above instructions will disqualify the applicant. Please note

that selected candidates will be subjected to pre-employment screening and verification process including a CICP (Companies Intellectual Property Commission) screening. Due to the large number of applications anticipated, receipts of applications will now be acknowledged. Should you not be advised within 90 days of the closing date, kindly consider your application as unsuccessful. It is applicant's responsibility to have a foreign qualification which is the requirement of the post, evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation on application. Failure to comply will result in the application not being considered. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department). Please note that due to financial constraints, there will be no payment of S&T claims NB: Preference will be given to African Male and people with disabilities.

- CLOSING DATE** : 15 October 2021
- POST 34/274** : **CLINICAL NURSE PRACTITIONER - (FRANKLIN CLINIC) REF NO: EGUM 13/2021 (X1 POST)**
- SALARY** : Grade 1: R383 226 – R444 276 per annum
Grade 2: R471 333 – R579 696 per annum
Plus 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
- CENTRE REQUIREMENTS** : E G & Usher Memorial Hospital
: Matric/Senior Certificate or equivalent. Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse, 1 (One) year post basic qualification in Primary Health Care accredited by SANC. Proof of current registration with South African Nursing Council as a General Nurse, Midwife and Primary Health Care Nurse (SANC Receipt for 2021). Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached.
Grade 1: A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing.
Grade 2: A Minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse in General Nursing of which at least (10) years of the period must be appropriate / recognized experience after obtaining one year Post Basic Qualification in Primary Health Care. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures. Knowledge of SANC Rules and Regulations and other relevant Legal Framework, Knowledge of Quality Assurance programmes, Batho-Pele Principles, Patient Rights Charter. Human Resource Management and Basic Financial Management skills. Leadership, Supervisory and Report writing skills. Good Communications, counselling, interpersonal relations, conflict management, decision making and problem solving skills. Recommendation: Valid driver's licence code 08 (B) /10 (C1).
- DUTIES** : Ensure proper utilization and safekeeping of basic medical equipment, surgical stock and pharmaceutical stock. Provide quality comprehensive Primary Health Care by providing promotive, preventive, curative and rehabilitative services for the clients and the community. Assist in the orientation, induction and monitoring of all clinic staff. Improve the knowledge of staff and patients through health education and in-service training. Provide direct and indirect supervision of all clinic staff and to give guidance. Execute duties and functions with proficiency and perform duties according to scope of practice and by upholding the principles of Batho Pele. Implement Infection Control Standards and practices to improve the quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Use data to improve service delivery. Maintain a constructive working relationship with nursing and other stakeholders. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in Clinic facility. Support the realisation and maintenance of Ideal Clinic Programme in the facility.
- ENQUIRIES APPLICATIONS** : Ms. NB Dladla Tel. No. 039 - 797 8100
: Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office

(Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

**FOR ATTENTION
NOTE**

: Human Resource Department
: The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Due to the National Level 2 Lockdown implementation, applicants are required to submit their applications copies of highest educational qualifications, Identity document, Driver's License (where applicable) and any other relevant qualifications without being certified. In addition, all shortlisted applicants will be requested to bring originals. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 01/2021. NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews
: 15 October 2021 at 16H00 afternoon

CLOSING DATE

POST 34/275

: **PROFESSIONAL NURSE SPECIALTY: GRADE 1-OCCUPATIONAL HEALTH REF NO: PCHC 11/2021 (X1 POST)**

SALARY

: Grade 1: R383 226 per annum
Grade 2: R471 333 per annum
Other Benefits: 13th Cheque, Medical Aid (Optional) Home owners allowance (employees must meet the prescribed requirements)

**CENTRE
REQUIREMENTS**

: KZN Health -Phoenix Community Health Centre
: Senior Certificate /Matric or equivalent Plus. Degree/ Diploma in general nursing or equivalent qualification that allows for registration with the SANC as a Professional Nurse. A post basic Nursing qualification, with duration of at least 1 year, accredited with the SANC in Occupational Health. Proof of current registration with SANC (2021 receipt).Proof of current and previous work experience/certificate of service endorsed by your Human Resource Department (to be attached to application).Certificate of Service must also be attached. Professional Nurse Speciality **Grade 1**: Experience: A minimum of 4 years appropriate/ recognizable nursing experience after registration as professional nurse with SANC in General Nursing: Unendorsed, valid driver s license (code B or C1).Computer literacy: Ms Office applications certificates must be attached. Professional Nurse Speciality **Grade 2**: Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in Occupational Health. Recommendation: Unendorsed, valid driver s license (code B or C1). Computer literacy: Ms Office applications certificates must be attached.Knowledge, Skills, Training and Competencies: Knowledge of a nursing care processes and procedures, nursing statutes and other relevant Legal framework. Sound knowledge of Occupational Health and Safety Act, Compensation of Injuries and Diseases Act (COIDA) and the latest Employee

<u>DUTIES</u>	: Health and Wellness Framework for the service. Knowledge of basic human resource and financial management. Ability to formulate occupational health related policies and procedures. Ability to demonstrate good insight of policies and procedure pertaining to occupational and employee health and wellness. Problem-solving capabilities. Ability to communicate both verbal and in writing. Computer literacy on basic Microsoft Software package.
<u>ENQUIRIES APPLICATIONS</u>	: Co-ordinate HIV, AIDS and TB Management Sub-programme in context of prevention, treatment care and support, management of human and legal right to justice and monitoring, research and surveillance. Operationalize Health and Productivity Management Sub-Programme in the context of health and productivity, disease management, chronic illness, mental health, temporal incapacity leave, ill-health promotion. Work as part of the multidisciplinary team to ensure quality of care, including working cooperatively with all employees of diverse social, religious and cultural backgrounds. Development of presentation for orientation and induction programme. Champion, promote and advocate proper treatment and care, including employee health and wellness campaigns so as to respond to the needs of employees. Conduct disease profiles amongst employees and develop quality improvement plan, policies and procedures and ensure their timeous implementation. Co-ordinate healthy lifestyle promotion, medical surveillance (baseline, periodical and exit) and procedures and ensure their timeous implementation. Co-ordinate occupational health training programmes. Conduct occupational health audits in line with the occupational health and safety Act 85 of 1993 and relevant legislation and protocol. Co-ordinate establishment of a multi-disciplinary HIV, AIDS, TB, Programmes for the employees. Make contribution to Management Sub-Committee as a platform for reflecting on the employee health and wellness issues. Compile and capture IOD cases on relevant forms, including compiling of IOD statistics to ensure reporting to Compensation Commissioners office and the Department of Labour. Maintain accurate staff records, identify and investigate occupational health diseases and compile statistics and submit report to the Clinic management and District Office. Develop occupational health business plan in line with institution plans and manage, plan, Monitor, evaluate and review the utilization of resource as an Occupational Health Practitioner.
<u>FOR ATTENTION NOTE</u>	: Mr TN Ngubane Tel No 031-538 0809 : Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe, 4300. : Mr V.S Mtshali : Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za . Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy, Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 03/2019. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply
<u>CLOSING DATE</u>	: 15 October 2021
<u>POST 34/276</u>	: <u>DIAGNOSTIC RADIOGRAPHER GRADE 1, 2 OR 2 REF NO: SAP 09/2021 (X1 POST)</u>
<u>SALARY</u>	: Grade 1: R317 976 - R361 872 per annum Grade 2: R372 810 - R426 291 per annum Grade 3: R439 164 - R532 959 per annum
<u>CENTRE REQUIREMENTS</u>	: St Apollinaris : Grade 1: Senior Certificate (Grade 12) or equivalent qualification. No experience after registration with HPCSA in Radiography in respect of RSA qualified employees who performed community service, as required in South Africa. One year experience after registration with HPCSA in Radiography in respect of foreign qualified employees, of whom it is not a requirement to perform community service, as required in South Africa. Grade 2: Senior Certificate (Grade 12) or equivalent qualification. 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 (11) eleven years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not a requirement to perform community service, as required in South Africa **Grade 3: Senior Certificate (Grade 12)** or equivalent qualification. Minimum of 20 years' experience after registration with HPCSA in Radiography in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of (21) twenty years' experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not a requirement to perform community service, as required in South Africa. Educational qualification, certificate of service and professional registration certificate need not be certified as only shortlisted candidate will be requested to supply certified copies and proof of registration must be submitted together with your CV. Knowledge, Skills, Training and Competencies Required: Sound knowledge of diagnostic radiography procedures and equipment. Good communication, interpersonal relations and problem solving skills. Knowledge of radiation control and safety measures. Ability to perform 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 and National Core Standards. Ensure safety health rules and regulations are adhered to.

ENQUIRIES : should be directed to: Dr NE Manci Tel No: 039 833 8002
APPLICATIONS : Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered applications may be dropped in the application box at Security Department on or before the closing date before 16:00.

FOR ATTENTION : Human Resources Section
NOTE : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed). Certificate of service endorsed by Human Resources. Certified copy of Identity Document. Educational qualification, certificate of service and professional registration certificate and driver's licence where appropriate need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of foreign qualifications 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. "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

CLOSING DATE : 15 October 2021

POST 34/277 : **CLINICAL NURSE PRACTITIONER GRADE 1 OR 2 REF NO: SAP 10/2021 (X1 POST)**

SALARY : Grade 1: R383 226 – R444 276 per annum
 Grade 2: R471 333 - R579 696 per annum
 Other Benefits: Rural Allowance, 13th Cheque, medical Aid (Optional), Homeowner's allowance (Employee must meet prescribed requirements)

CENTRE : St Apollinaris Hospital (Sokhela Clinic)

- REQUIREMENTS** : Senior Certificate (Grade 12) or equivalent qualification PLUS; Basic R425 (i.e. Diploma/degree in nursing) that allows registration with the SANC as a Professional Nurse. Diploma/Degree in General nursing and Midwifery plus 1 year post basic qualification in clinical Nursing Science, Health Assessment Treatment and Care. Certificate of Registration with the SANC (General Nursing and relevant post basic qualification). Proof of current registration with SANC. Valid Driver's licence. **Grade 1:** A minimum of four (4) years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC IN General Nursing plus 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. **Grade 2:** A minimum of fourteen (14) years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing of which at least ten (10) years of the period referred to the above must be appropriate or recognizable experience in the specific specialty after obtaining 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Educational qualification, certificate of service and professional registration certificate need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of registration must be submitted together with your CV. Recommendations: Computer Literacy Skills: Demonstrate effective communication with patients, supervisors and other clinicians, including report writing required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, cooperatively amicable with person of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. A sound knowledge of the Provincial Health Act of 2000, Nursing Act, Occupation Health and Safety Act of 1995.
- DUTIES** : Provide direction and supervision for the implementation of the nursing care compliance and adherence to the relevant prescripts/acts applicable within nursing environment. Utilize human, material and physical resources efficiently and effectively. Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stake holders. Data management.
- ENQUIRIES** : should be directed to Mrs N Chiya Tel No: 0398339001/8083
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered applications may be dropped in the application box at Security Department on or before the closing date before 16:00.
- FOR ATTENTION** : Human Resources Section
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed). Certificate of service endorsed by Human Resources. Certified copy of Identity Document. Educational qualification, certificate of service and professional registration certificate and driver's licence where appropriate need not be certified as only shortlisted candidates will be requested to supply certified copies and proof of current registration must be submitted together with your CV. The Department reserves the right not to fill the post after advertisement. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. The appointments are subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of foreign qualifications 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. "People with disabilities should feel free to apply". The target group in terms of employment equity for posts advertised is African males. The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.
- CLOSING DATE** : 15 October 2021

<u>POST 34/278</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (ADVANCED MIDWIFERY) REF NO: CJMH 09/2021 (X2 POSTS)</u>
<u>SALARY</u>	:	R383 226 – R444 276 per annum. Other Benefits: 13 th Cheque, Medical Aid (Optional) Home Owner Allowance, 12% rural Allowance (employee must meet the prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Charles Johnson Memorial Hospital
	:	Standard 10 certificates/Grade 12 certificate. Degree/Diploma in General nursing, plus 1 year post basic qualification and advanced midwifery. A minimum of 4 years appropriate / recognizable experience after registration as a Professional nurse with SANC. Proof of current registration with SANC – 2021 Knowledge, Skills, Training and Competences Required Demonstrate in-depth understanding of nursing legislation legal and ethical nursing practices. Ability to develop patient related policies. Promote quality nursing care as directed by professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Strong interpersonal communication and presentation skills. Knowledge of IPC Guidelines and Policies. Basic computer literacy. Knowledge of minimum Standards, National Core Standards, provincial Quality initiatives (Human. Rights, Batho Pele Principles, Patients' Rights Charter, Ideal Clinic, Ideal Hospital Realization. Model and NHI. Knowledge of EPMDS, grievance and disciplinary procedures.
<u>DUTIES</u>	:	Provide optimal, holistic specialised nursing care set standards and be within a professional and legal framework. Ensure clinical nursing practice by nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Assess and identify the relationship between normal physiological and specific system alterations associated with problems, disorders and treatment in pregnancy, labour, puerperium and neonates. Plan of management according to identified problems. Participate in training, monitoring and research with a view to increasing the body of knowledge in midwifery practice. Participate in the management of obstetric emergencies. Implement midwifery protocols and guidelines. Attend perinatal mortality review meetings. Conduct audits and surveys, develop quality improvements plans monthly and report to Nursing Management. Implement maternal and child health care programmes (PMTCT, MBFI, IMCI, PPIP, KINC etc.). Participate in perinatal mortality meetings. Ensure provisioning of accurate statistical data. Maintain accurate and complete patient records Utilize information technology and other management information system to manage. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care. Report Patient Safety Incidents & Early Warning System.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. P. N. Kunene Tel No: (034) 271 6405
	:	All application should be forwarded to: Human Resource Office 92 Hlubi Street C. J. M. Hospital Nqutu Private Bag X5503, Nqutu, 3135
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager
	:	Applications should be submitted on form Z83 from a Public Department Human Resource Department or from the website- www.kznhealth.gov.za Copy of Identity document, Copy of matric certificate, Copy of highest education qualification and SANC receipt. Certificate of service endorsed by Human Resource Office. Updated Curriculum Vitae. Current registration with SANC 2021. The reference number must be indicated in the application letter. The post applied for must be indicated clearly in the relevant section on the application form. People with disability should feel free to apply. Please note that no S & T will be paid to candidates that are invited for interview. Please note that due to the large number we envisage to receive only shortlisted applicants will be contacted, if you do not hear from us within three months after the closing date please accept that your application was unsuccessful. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) of the following: Security Clearance (Vetting), Criminal clearance, credits records citizenship), and verification of Educational Qualification by SAQA. (Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department)
<u>CLOSING DATE</u>	:	15 October 2021

<u>POST 34/279</u>	:	<u>CLINICAL NURSE PRACTITIONER (PHC) - GRADE 01 REF NO: KCHC/CNP/PHC/04/2021</u>
<u>SALARY</u>	:	R383 226 – R444 276 per annum. Benefits: 13th cheque, Rural Allowance (provided the post meets the requirements), Home owners allowance (employee must meet the prescribed requirements), Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Kwa-Mashu Community Health Centre Basic R425 qualification – Diploma/Degree in Nursing or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse. One year post basic qualification in Clinical Nursing Science (Health Assessment, Treatment and Care) – Primary Health Care. Current registration with SANC as a Professional Nurse (2021 SANC receipt). A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Proof of work experience (Certificate of service) endorsed by Human Resource department Knowledge, Training, Skills & Competencies 'required Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, Public service regulations, Labor relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs. Management skills. Mentorship and supervisory skills. Knowledge and understanding of Human Resource and Financial practices.
<u>DUTIES</u>	:	Provision of an integrated quality and comprehensive primary health care, prevention of disease, curative and rehabilitative services to the clients and community. Maintain intersectional collaboration with other government structures. Provide PICT and adherence counseling to all clients. Provide primary prevention strategies and management of communicable and non-communicable diseases. Assist and identify training needs of the staff to increase level of expertise and assist patients and families to develop sense of self care. Manage the utilization and supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement of communities. Instill discipline, professionalism and work ethics among employees. Ensure compliance to quality, infection prevention and control (IPC) programs e.g. Ideal clinic realization and maintenance (ICRM) and Norms and Standards (N&S). Maintain a constructive working with the multi-disciplinary team members Provide effective support to Nursing services e.g. assist with relief duties to nursing management. Manage and monitor proper utilization of human, financial, physical and material resources. Ensure availability of medication, essential equipment and supplies and proper utilization thereof. Monitor and evaluate HR performance (EPMDS) for all relevant staff. Ensure data management is implemented and monitored. Participate actively in the tracing, screening and testing of COVID 19 cases Participate actively in COVID 19 vaccination process. Mrs. L.N. Madikizela Tel No: 031 504 8435
<u>ENQUIRIES APPLICATIONS</u>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at the Security at the entrance at P61 Mkhivane Road, Kwa-Mashu, 4360 or emailed to Devan.Reddy@Kznhealth.gov.za (the original application must be produced when an applicant is shortlisted).
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . The applicants must submit copies of qualification, identity documents, certificates of service, professional registration certificates, driver's license and any other documents with your CV. Such copies need not be certified when applying for the post, the communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefor only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities

should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref KCHC/CNP/PHC/04/2021. E-mailed applications will be accepted. Attachments (i.e. signed Z83, CV, Qualification and etc) for emailed applications must be limited to 5 megabytes in size (2 / 3 parts splitting accepted) and be as a PDF document. No word document will be acceptable. 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. Due severe budgetary constraints that the CHC is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid The CHC has a limited accommodation; therefore incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty. Interim accommodation in a form of Bed and Breakfast or Hotel Accommodation will not be provided Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021)

- CLOSING DATE** : 15 October 2021
- POST 34/280** : **PUBLIC RELATIONS OFFICER REF NO: MAD 15/ 2021**
- SALARY** : R376 596 - R454 920 per annum, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
- CENTRE** : Madadeni Provincial Hospital
- REQUIREMENTS** : National Diploma/ Degree in Public Relations/Communication Sciences. Minimum of 3-5 years appropriate/ recognisable experience in a relevant environment. Proof of work experience (Certificate of Service) from previous and current employer endorsed and stamped by HR must be attached. Recommendation: Driver's license Knowledge, Skills, Training and Competencies required: - Knowledge of relevant legislations governing the Public Service. Excellent communication, computer, organizing, planning, negotiation and problem solving skills. Ability to arrange and organize conferences, information session and interview with the media. Good communication skills both verbal and non-verbal. Ability to establish and promote relations with the media, staff, patients and other stakeholders. Fluency in isiZulu and English. Ability to promote and maintain a positive image of the hospital and also keep employees of the hospital informed of the latest policies and new development.
- DUTIES** : Promote and maintain a positive image of the hospital with the public and all relevant stakeholders. Ensure that the staff and community are aware of the current events in the hospital by distributing print material, updating the notice board, taking photographs at functions and for support of articles, identifying newsworthy items for house magazines, receiving publication to all areas of the institution and related clinics, maintaining an updated postage list and ensuring copies are sent to targeted people and establish District and Head Office contacts within the Department of Health. Maintain good relations with the media. Arrange and facilitate patient & staff satisfaction survey. Advise management on strategic communication matters such as hospital strikes and patients complaints. Develop pro-active contingency measures to support the hospital to achieve its strategic goals. Sensitize business and patients, communities of the role of the institution. Establish relationship with other Hospitals. Control notice board and suggestion boxes. To develop, execute and monitor health care programmes. Identify public opportunities for the institution. Co-ordinate, implement and report on National Core Standard. Ensure feedback to management and staff through information network.
- ENQUIRIES** : Mrs. H.S.L Khanyi Tel No: 034 328 8257
- APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag x6642, Newcastle, 2940.
- FOR ATTENTION** : The Recruitment Officer
- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if

they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of Qualifications and Identity document – Copies need not be certified when applying for a post. Only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview. Those who previously applied need not reapply. Post. EE Targets (African Male)

<u>CLOSING DATE</u>	:	15 October 2021
<u>POST 34/281</u>	:	<u>DIAGNOSTIC RADIOGRAPHER GRADE 1/2/3: DIAGNOSTIC IMAGING SERVICES REF NO. RAD 39/20201 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R317 976 – R361 872 per annum Grade 2: R372 810 - R426 291 per annum Grade 3: R439 164 – R532 959 per annum Plus 13 th Cheque, 12% Inhospitable Area Allowance, Medical Aid: Optional, Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Edendale Hospital Grade 12 (senior certificate) ,Three years National Diploma/Degree in Diagnostic Radiography, Registration certificate with the Health Professions Council of South Africa (HPCSA) as Independent Diagnostic Radiographer Grade 12 (senior certificate), Three years National Diploma/Degree in Diagnostic Radiography, Registration certificate with the Health Professions Council of South Africa (HPCSA) as Independent Diagnostic Radiographer, Current registration (2021-2022) with the HPCSA as Independent Diagnostic Radiographer. Certificate of Service endorsed by HR Department must be attached Grade 1: Appropriate Qualification in the relevant discipline that allows registration as a Diagnostic Radiographer with the HPCSA. Foreign candidates require one year relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. Grade 2: Appropriate Qualification in the relevant discipline that allows registration as a Diagnostic Radiographer with the HPCSA plus ten years after registration with the HPCSA as a Diagnostic Radiographer. Foreign candidates require eleven years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service as required in South Africa. A certificate of service obtained from the HR Department must be attached. Grade 3: Appropriate Qualification in the relevant discipline that allows registration as a Diagnostic Radiographer with the HPCSA plus twenty years after registration with the HPCSA as a Medical Practitioner. Foreign candidates require twenty one year's relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service as required in South Africa. A certificate of service obtained from the HR Department must be attached.
<u>DUTIES</u>	:	Provision of high quality diagnostic radiography according to patients' needs. Take a supervisory role in all aspects of the Imaging department as delegated. Perform general administrative duties as required where necessary and appropriate. Participation in shift and standby duties including nights, weekends and public holidays. NB- Edendale Hospital Medical Imaging department provides a 24-hour service to patients and therefore only candidates willing to participate in shift work should apply. Provide Guidance

and supervision to junior staff and radiography/sonography students. Play a key role in institutional radiographic policy making and planning for service delivery. Promote Batho Pele in execution of all duties for effective service delivery. Give factual information & health education to patients and clients on Radiography procedures. Inspect and use equipment professionally to ensure that they comply with safety standards. Play an active role in the implementation of quality assurance and quality improvement programmes. Taking an active role to ensure that radiographic services comply with all Radiation Control legislation. Be actively involved in In-Service Training, Peer Review & CPD activities. Sound Knowledge of Diagnostic Radiography. Knowledge of relevant Health & Safety policies, regulations and Acts. Knowledge of Quality Assurance procedures and methods. Knowledge of Radiation control regulations and safety. Sound Communication, interpersonal, problem-solving, teaching and training skills.

- ENQUIRIES** : Ms. B. Yenzela Tel No: 033 395 4191
- APPLICATIONS** : All applications to be posted to: The Chief Executive Officer, Edendale Hospital, Private Bag X 509, Plessislaer, 3216. For the attention of Mr. T.C. Manyoni or hand delivered to the box main gate behind the security office
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. Advertisements and accompanying notes must clearly capture the requirements for certification to reflect that applicants must submit copies of qualifications, identity documents and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays. Employment Equity: Preference will be given to the following candidates as per Employment Equity target: Any person with disability regardless of race and gender, African Male, Indian Male and White Male, Indian Female and White Female, Coloured Male and Coloured Female.
- CLOSING DATE** : 15 October 2021
- POST 34/282** : **SENIOR FINANCE MANAGEMENT OFFICER REF NO. MS/22/2021 (X1 POST)**
- SALARY** : R316 791 per annum. Other Benefits 13th Cheque Medical Aid (Optional,) Home Owners/Housing Allowance (Employee must meet prescribed requirements)
- CENTRE** : Mseleni Hospital
- REQUIREMENTS** : Appropriate Degree/Diploma in Financial Management/Public Finance Management / Government Finance Management / Accounting. A minimum of three (3) years of experience in Finance and Supply Chain Management environment Recommendations A valid driver's license. At least one year supervisory experience in Finance and Supply chain Management Knowledge, Skills, Training And Competencies Required Possess knowledge of the Public Finance Management Act 1999, Treasury Regulations, the various acts, Legislation and Policies pertaining to Supply Chain Management. Be computer literate with proficiency in Microsoft Office applications. Have good knowledge of departmental transversal system (BAS / PERSAL/Vulindlela). Have financial management, planning, organizing, problem solving, sound analytical and

effective communication skills. Be able to communicate with various stakeholders within and outside the department at different levels. Knowledge of EPMSD and Labour Relations.

- DUTIES** : Prepare account reconciliations (e.g. conditional grants) on a monthly basis. Maintenance of debts / suspense accounts. Assist in preparation of financial reports on a monthly, quarterly and annual basis (e.g Accruals / Commitments / Irregular Expenditure / deviations / etc). Authorise BAS Transactions. Draw BAS / Persal reports to undertake reconciliations and/or clear incorrect expenditure. Compile and process journals. Supervise and manage institutional revenue and petty cash matters Manage expenditure through the correct allocation of budgets. Provide overall supervision and ensure the smooth functioning of the Supply Chain Management section. Participate in institutional finance and other committees. Supervise and manage staff under Finance and SCM.
- ENQUIRIES** : Mrs BNM Nkuna Tel No: 035 574 1004
- APPLICATIONS** : should be forwarded to The Assistant Director HRM for attention of Ms JSS Khuzwayo Mseleni Hospital P.O Sibhayi 3967
- CLOSING DATE** : 22 October 2021

SOUTH AFRICAN POLICE SERVICE

- APPLICATIONS** : The Provincial Head Personnel Management, Recruitment Office: Appointments, P.O. Box 1965, Durban, 4000 (Attention Lt Col SN Zondo) or email to Zondosn@saps.gov.za or MachaieP@saps.gov.za or MhlamvuX@saps.gov.za
- CLOSING DATE** : 15 October 2021 at 16:00 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS recruitment offices and/or Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Copies of an applicant's ID, all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license (if applicable). Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof.

OTHER POST

- POST 34/283** : **GENERAL WORKERS**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : South African Police Service, KwaZulu Natal
SAPS Dannhauser: Ref No: KZN GW 01/09/2021
SAPS Madadeni: Ref No: KZN GW 02/09/2021

SAPS Umbilo: Ref No: KZN GW 03/09/2021
 SAPS Inanda: Ref No: KZN GW 04/09/2021
 SAPS Ntuzuma: Ref No: KZN GW 05/09/2021
 SAPS Kwandengezi: Ref No: KZN GW 06/09/2021
 SAPS Malvern: Ref No: KZN GW 07/09/2021
 SAPS Marianhill: Ref No: KZN GW 08/09/2021
 SAPS Brighton Beach: Ref No: KZN GW 09/09/2021
 SAPS Chatworth: Ref No: KZN GW 10/09/2021
 SAPS Pinetown: Ref No: KZN GW 11/09/2021
 SAPS Durban North: Ref No: KZN GW 12/09/2021
 SAPS Phoenix: Ref No: KZN GW 13/09/2021
 SAPS Kwamakhutha: Ref No: KZN GW 14/09/2021
 SAPS Umkomaas: Ref No: KZN GW 15/09/2021
 SAPS Bhekithemba: Ref No: KZN GW 16/09/2021
 SAPS Highflats : Ref No: KZN GW 17/09/2021
 SAPS Himeville: Ref No: KZN GW 18/09/2021
 SAPS Kokstad: Ref No: KZN GW 19/09/2021
 SAPS Ekombe: Ref No: KZN GW 20/09/2021
 SAPS Nkandla: Ref No: KZN GW 21/09/2021
 SAPS Richards Bay: Ref No: KZN GW 22/09/2021
 SAPS Kwadukuza: Ref No: KZN GW 23/09/2021
 SAPS Eziqoleni: Ref No: KZN GW 24/09/2021
 SAPS Port Shepstone: Ref No: KZN GW 25/09/2021
 SAPS Umzinto: Ref No: KZN GW 26/09/2021
 SAPS Alexandra Road: Ref No: KZN GW 27/09/2021
 SAPS Mountain Rise: Ref No: KZN GW 28/09/2021
 SAPS Ingwavuma: Ref No: KZN GW 29/09/2021
 SAPS Jozini: Ref No: KZN GW 30/09/2021
 SAPS Ladysmith: Ref No: KZN GW 31/09/2021
 SAPS Ntabamhlophe: Ref No: KZN GW 32/09/2021
 SAPS Hlobane: Ref No: KZN GW 33/09/2021 (X2 Posts)
 SAPS Mahlabathini: Ref No: KZN GW 34/09/2021
 SAPS Mondlo: Ref No: KZN GW 35/09/2021
 SAPS Nongoma: Ref No: KZN GW 36/09/2021
 SAPS FCS Ladysmith: Ref No: KZN GW 37/09/2021
 SAPS HRD Pietermaritzburg: Ref No: KZN GW 38/09/2021
 SAPS K9 Durban Central: Ref No: KZN GW 39/09/2021
 SAPS K9 Glencoe: Ref No: KZN GW 40/09/2021
 SAPS K9 Kokstad: Ref No: KZN GW 41/09/2021
 SAPS K9 Ladysmith: Ref No: KZN GW 42/09/2021
 SAPS K9 Shongweni: Ref No: KZN GW 43/09/2021
 SAPS K9 Vryheid: Ref No: KZN GW 44/09/2021
 SAPS PM (Disciplinary: Ref No: KZN GW 45/09/2021
 Trial Unit- Prospection)
 SAPS Provincial Head Office: Ref No: KZN GW 46/09/2021 (X4 Posts)
 SAPS Stock Theft Greytown: Ref No: KZN GW 47/09/2021
 SAPS Stock Theft Melmont: Ref No: KZN GW 48/09/2021
 SAPS VSS Alexandra Road: Ref No: KZN GW 49/09/2021
 SAPS VSS Isipingo: Ref No: KZN GW 50/09/2021
 SAPS Royal Protection Unit: Ref No: KZN GW 51/09/2021 (X2 Posts)

REQUIREMENTS : Applicants must display competency in the post-specific functions of the post; Be a South African Citizen A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. Willing to work extended hours when necessary. Fluency in at least two official languages, of which one must be English. Must have no previous convictions or cases pending Applicants will be subjected to a vetting process which will include security screening and fingerprint verification Be willing to work irregular hours.

DUTIES : Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters Performing tasks of a routine nature, such as dust working the environment Polish furniture and floors Vacuum carpets and mopping of tile floors Remove refuse Perform maintenance tasks in and around the assigned premises Clean bathrooms and kitchens Safekeeping and handling of a variety of Aids in the cleaning of the premises loading and unloading of goods Garden maintenance services Washing and cleaning of state vehicles, kitchenware and utensils.

ENQUIRIES

: Lt Col SN Zondo/W/O Machaie/AC Mhlamvu Tel No: 031 325 4808/4957/6194