

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

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

OTHER POSTS

- POST 11/135** : **HEAD CLINICAL UNIT GRADE 1- REF NO: HCUNUCLEARMED/1/2020**
Department: Nuclear Medicine
Re Advert. People Who Applied Before Need Not Reapply
- SALARY** : R1 728 807 per annum (An all-inclusive flexible remuneration package) All-inclusive salary package (excluding commuted overtime) is payable to the successful candidate who will be required to enter into a permanent employment contract, as well as complete a Performance' Agreement with the Manager of the post
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
Specialist qualification in Nuclear Medicine. Three (3) years post specialist registration experience in Nuclear Medicine. Current registration with HPCSA as Medical Specialist physician in Nuclear Medicine. Knowledge, skills training and competency required: Experience in Conventional Nuclear Medicine, PET, Metabolic Radiation Therapy and in-vitro, as well as good clinical patient management. Desire to teach and the corresponding skills. Interest in research & development (demonstrated by publications, Good interaction with staff, colleagues and management
- DUTIES** : Performance, interpretation and reporting of diagnostic nuclear medicine investigations. Patient treatment with unsealed sources. Patient management and clinical assessment. Sharing responsibility for patient care in the department. Liaison with other disciplines. Promotion of nuclear medicine applications. Provide training within the service. Promote clinical governance including application of clinical guidelines, protocols and clinical audits. Undertake relevant research. Provide after hour service in accordance with the commuted overtime contract.
- ENQUIRIES APPLICATIONS** : Dr LP Mtshali Tel No: (031) 2401124
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.
- CLOSING DATE** : 03 April 2020
- POST 11/136** : **HEAD CLINICAL UNIT REF NO: HCUPUL/1/2020**
Department: Pulmonology
- SALARY** : R1 728 807 per annum (All-inclusive salary package) (excluding commuted overtime)
- CENTRE** : Inkosi Albert Luthuli Central Hospital

<u>REQUIREMENTS</u>	:	An appropriate qualification in Internal Medicine and Pulmonology. Current Registration as a Medical sub-Specialist: Pulmonology. Three years post registration experience as a sub-Specialist: Pulmonologist. Recommendations: Experience in undergraduate teaching and undergraduate teaching administration in Internal Medicine/Pulmonology. Knowledge, Skills, Training and Competencies Required: Ability to teach undergraduate, postgraduate students and supervise junior staff. Management Skills. Good communication, leadership, decision making and communication skills.
<u>DUTIES</u>	:	Control and management of clinical services as delegated by the Head of Department. Maintain satisfactory clinical, professional and ethical standards related to these Services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit and department. Conduct, assist and stimulate research. If not already holding a Master's or PhD degree, study towards Master's or PhD. Training of undergraduate and post graduate medical students in Internal Medicine at any hospital where teaching takes place and Allied Health Personnel in the field of Pulmonology and participation in formal teaching and teaching administration as required by the department of Pulmonology and Internal Medicine. Promote community-Orientated services and participate in outreach programmes. Conduct specialised outpatient clinics and provide expert opinion where required. After hours consultant cover for both Pulmonology and Critical Care departments at Inkosi Albert Luthuli Hospital. Provide leadership in development of protocols for the management of Adult Pulmonology and Critical Care. Provide leadership in the development of clinical audit programmes in the hospitals in the province. Develop measures to ensure quality assurance for the Adult Pulmonology Unit. Participate actively in outreach activities to hospitals in the Province of KwaZulu-Natal. Active involvement in CME to health professionals. Compile medium and long term expenditure frameworks and implement fiscal control measures on an ongoing basis. Lead and supervise departmental research activities. Participate in training of Registrar's, Medical Officer's and Nurses. Work as part of a multi-disciplinary team when deemed necessary.
<u>ENQUIRIES</u>	:	Dr LP Mtshali Tel No: (031) 2401105
<u>APPLICATIONS</u>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.
<u>CLOSING DATE</u>	:	03 April 2020
<u>POST 11/137</u>	:	<u>HEAD CLINICAL UNIT (MEDICAL) GR 1 (NEUROSURGERY) REF NO: GS 22/20</u> Component – Surgery Department
<u>SALARY</u>	:	R1 728 807. per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form annually.
<u>CENTRE</u>	:	Greys Hospital Pietermaritzburg Hospitals Complex
<u>REQUIREMENTS</u>	:	A specialist qualification in Neurosurgery, Plus Current registration with the Health Professions Council of South Africa for independent practice as a

Specialist in Neurosurgery with significant experience in the relevant discipline; At least three years post registration experience as a specialist in Neurosurgery Participation in the after-hours call system is essential Recommendations: Experience in a tertiary environment, research experience and management training Knowledge, Skills, Training and Competency Required Appropriate Specialist procedures and protocols within field of Appropriate Specialist procedures and protocols within field of Neurosurgical expertise, Sound knowledge of Human Resource management. Good interaction with staff, colleagues and management Financial Management – monitoring of expenditure, Essential Drug List, Management functions – policy analysis and implementation, strategic management, project management, information management, total quality management and improvement, legal aspects, patient care and service delivery, applicable mandatory requirements and Acts, Regulations, Protocols and Guidelines used in Health Services. Good communication, leadership, decision-making, administration and management skills Clinical, procedural and training skills. Counselling and conflict resolution skills. Desire to teach and supervise junior staff members. Interest in research & development Competence in undergraduate, and post graduate training. Computer literacy.

DUTIES

: Key Performance Areas; Clinical assessment and management of patients with Neurosurgical conditions Develop and strengthen the Neurosurgery service at Greys Hospital (including Area 2) Setting-up of protocols for management of Neurosurgical patients at Greys Hospital (including Area 2) Inter-disciplinary co-ordination of the management of a patient with neurosurgical conditions Promote clinical governance including application of clinical guidelines and clinical audits. Ensure the highest standards of clinical, professional and ethical conduct. Attend to administrative matters as pertains to the unit and department. Promote and participate in outreach programmes in Area 2. Conduct specialised outpatient clinics and provide expert opinion where required. Participate in after-hours consultant cover for Neurosurgical emergencies Active involvement in the academic programmes of the Department of Neurosurgery at the University of KwaZulu-Natal Conduct, assist and supervise departmental research activities Participate in the training of Registrars, Medical Officers and Allied Health care personnel. The successful candidate is expected to work closely with the Neurosurgery unit in Durban, with the aim of improving access to Neurosurgical services in the Province of KwaZulu-Natal

ENQUIRIES

: DR V Govindasamy Tel No: (033) 8973379/81

APPLICATIONS

: To be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION

: Mrs. M. ChandulaL

NOTE

: Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 22/20 Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males Are Encouraged to apply. NB: This post will operate in conjunction with other Head Clinical Unit posts in Surgery based at Grey's hospital It is envisaged that the successful candidate will be sharing administrative duties and responsibilities at Grey's hospital. This will facilitate optimum service provision at Grey's hospital and the relevant drainage area.

CLOSING DATE

: 3 April 2020

POST 11/138 : **HEAD CLINICAL UNIT (MEDICAL) GR 1 REF NO: GS 18/20**
Component – Cardiology

SALARY : R1 728 807. per annum all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form annually

CENTRE REQUIREMENTS : Greys Hospital, Pietermaritzburg
mbchb or Equivalent Plus Three years post registration experience as a Medical Specialist Certificate in Cardiology (SA) or equivalent qualification (if not trained in South Africa) Registered HPCSA qualification as a Medical Specialist in Internal medicine, Plus Current Registration with the Health Professions Council of South Africa as a Cardiologist Recommendation Experience in managing cardiology unit Knowledge, Skills, Training and Competency Required Sound clinical Cardiology and patient management skills A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience

DUTIES : Key Performance Areas: Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in Tertiary Cardiology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs Clinical responsibility in the discipline of cardiology with afterhours participation (based on departmental operational need) Performance of procedures in the cardiac catheterization theatre that include coronary angiography, stent insertion, pacemaker insertion, intra-aortic balloon counterpulsation and other procedures as may be developed. Performance of procedures in non-invasive cardiology including two dimensional and Doppler echocardiography, tilt testing and stress ECGs. Presentation of adequately worked up cases at the Department of Cardiothoracic Surgery, Inkosi Albert Luthuli Hospital for surgical intervention. Management Responsibilities: Development and support of Specialist Cardiology Services in the Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and allied staff (clinical technologists) in the Cardiology Unit Oversight and management of infrastructure, equipment and consumables in the Cardiology Unit Liaison with Institutional Management in hospitals in PMB Metro, the uMgungundlovu District and the Tertiary Drainage area. Liaison with the Head Clinical Department in Internal Medicine in Pietermaritzburg and Head of Cardiology in the University of KwaZulu Natal. Participation and support of quality control activities in the PMB Department of Cardiology and Medicine Training and Research Responsibilities Support of Staff Training and Development in Specialist Cardiology Services in the PMB Metro and in the Tertiary Drainage area, including subspecialty Cardiology training under the auspices of the Department of Cardiology at the Medical School Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Cardiology and Internal Medicine Participation in and support of clinical research and quality control activities in the PMB Departments of Cardiology and Medicine

ENQUIRIES APPLICATIONS : Dr K. Rasmussen Tel No: (033) 897 3289

FOR ATTENTION NOTE : To be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
Mrs. M. Chandulal
Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 18/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment

		verifications and verification from the Company Intellectual Property (CIPC).African Males Are Encouraged to apply. 3 April 2020
<u>CLOSING DATE</u>	:	
<u>POST 11/139</u>	:	<u>MEDICAL SPECIALIST – (GRADE1, 2, 3) - (CARDIOLOGY) REF NO: GS19/20</u> Component – Internal Medicine
<u>SALARY</u>	:	Grade 1: R1 106 040. per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form. Grade 2: R1 264 623. per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department Employee must sign the commuted overtime contract form. Grade 3: R1 467 651. per annum package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department Employee must sign the commuted overtime contract form.
<u>CENTRE REQUIREMENTS</u>	:	Greys Hospital, Pietermaritzburg MBCHB Or Equivalent Plus Registered HPCSA qualification as a specialist in internal medicine, Plus Certificate in Cardiology (SA) or equivalent qualification (if not trained in South Africa) Current Registration with the Health Professions Council of South Africa as a Cardiologist Grade 1 Experience : Not applicable; Registration with the HPCSA as a Medical Specialist. Grade 2 Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. Grade 3 Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist Recommendation One year experience as a subspecialist cardiologist Knowledge, Skills, Training and Competency Required: Sound clinical Cardiology and patient management skills A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience
<u>DUTIES</u>	:	Key Performance Areas: Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in Tertiary Cardiology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs Clinical responsibility in the discipline of cardiology with afterhours participation (based on departmental operational need) Performance of procedures in the cardiac catheterization theatre that include coronary angiography, stent insertion, pacemaker insertion, intra-aortic balloon counterpulsation and other procedures as may be developed. Performance of procedures in non-invasive cardiology including two dimensional and Doppler echocardiography, tilt testing and stress ECGs. Presentation of adequately worked up cases at the Department of Cardiothoracic Surgery, Inkosi Albert Luthuli Hospital for surgical intervention. Management Responsibilities – To support the HCU of Greys Cardiology with respect to the following Development and support of Specialist Cardiology Services in the Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and allied staff (clinical technologists) in the Cardiology Unit Oversight and management of infrastructure, equipment and consumables in the Cardiology Unit Liaison with Institutional Management in hospitals in PMB Metro, the uMgungundlovu District and the Tertiary Drainage area. Liaison with the Head Clinical Department in Internal Medicine in Pietermaritzburg and Head of Cardiology in the University of KwaZulu Natal. Participation and support of quality control activities in the PMB Department of Cardiology and Medicine Training and Research Responsibilities Support of Staff Training and Development in Specialist Cardiology Services in the PMB Metro and in the Tertiary Drainage area, including subspecialty Cardiology training under the auspices of the Department of Cardiology at the Medical School Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Cardiology and Internal Medicine Participation in and support of clinical research and quality control activities in the PMB Departments of Cardiology and Medicine
<u>ENQUIRIES</u>	:	Dr K. Rasmussen Tel No: (033) 897 3289

- APPLICATIONS** : To be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs. M. Chandulal
- NOTE** : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 19/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.
- CLOSING DATE** : 3 April 2020
- POST 11/140** : **MEDICAL SPECIALIST PAEDIATRIC CARDIOLOGY REF NO: MEDSPECPAEDCARD/1/2020 (X1 POST)**
Department: Paediatric Cardiology
- SALARY** : Grade 1: R1 106 040 per annum (all-inclusive Salary package) excluding commuted overtime
Grade 2: - R1 264 623 per annum (all-inclusive salary package) excluding commuted overtime
Grade 3: - R1 467 651 per annum (all-inclusive salary package) excluding commuted overtime
- CENTRE** : Inkosi Albert Luthuli Central Hospital
- REQUIREMENTS** : MBCHB. Current registration as a Specialist in Paediatrics with the Health Professions Council of South Africa. Current Curriculum Vitae stating clinical, teaching and research experience must be provided. Positive references from recent supervisor/s. Experience: **Grade 1:** No experience required. **Grade 2:** Five (5) years' appropriate experience as a Medical Specialist after Registration with HPCSA as a paediatrician as well as registration as a paediatric cardiologist. **Grade 3:** Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a paediatrician as well as registration as a paediatric cardiologist. Knowledge, Skills, Training and Competency Required: The candidate must be qualified or aspire to qualify as a Paediatric Cardiologist. Preference will be given to candidates with experience working post specialisation as a paediatrician in a paediatric cardiac unit. The candidate must possess good administrative, decision making and communication skills in order to function in a multi-disciplinary team environment
- DUTIES** : Provide Paediatric specialty services in Paediatric Cardiology. This includes in and out –patient services, outreach and after hours services Provide services in clinical cardiology, echocardiography and cardiac catheterisation. Supervise paediatric registrars in undertaking patient management. Maintain statistics of patient care to assist with resource allocation. Participate in departmental audit programmes, research and unit administration. Assist with staff development, evaluation, and progress reporting. Participate in undergraduate teaching in the Department of Paediatrics, Nelson R Mandela School of Medicine. The incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided.
- ENQUIRIES** : EGM Hoosen Tel No: (031) 2401000
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std s10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current

employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.

- CLOSING DATE** : 03 April 2020
- POST 11/141** : **MEDICAL SPECIALIST NEPHROLOGY REF NO:**
MEDSPECNEPHROLOGY/1/2020 (X1 POST)
 Department: Nephrology IALCH
- SALARY** : Grade I: R1 106 040 per annum (all-inclusive Salary package) excluding commuted overtime
 Grade II: R1 264 623 per annum (all-inclusive salary package) excluding commuted overtime
 Grade III: R1 467 651 per annum (all-inclusive salary package) excluding commuted overtime.
- CENTRE REQUIREMENTS** : IALCH and Durban functional region
 : MBChB or equivalent, FCP (SA). Current Registration with HPCSA as a Specialist Physician-Nephrologist. Experience: Specialist **Grade I** No experience required Five (5) years post registration experience as a Specialist Physician-Nephrologist. Specialist **Grade III**: Ten (10) years post registration experience as a Specialist Physician-Nephrologist. Knowledge, Skills, Training and Competency Required: Drivers Licence and own transport. Ability to teach and supervise nephrology trainees, registrars, medical officers, ancillary and nursing staff. Management Skills: Good administrative, decision making and communication skills. Knowledge and experience in clinical research. In-depth knowledge of medical ethics and its application.
- DUTIES** : Function as a nephrologist in the department. Management of general nephrology, chronic peritoneal dialysis and transplant outpatient clinics. Performance of kidney biopsies, vascular haemodialysis access and percutaneous Tenckhoff catheter insertions. Manage acute and chronic haemodialysis at IALCH, Saint Aidans and Addington hospital. Supervise and manage medical and allied staff at IALCH. Performance of administrative duties at IALCH. Actively participate in the academic and research programme of the Department of Nephrology. Perform clinical audits and be involved in the operational planning of the Department of Nephrology. Participate in the academic programme at the Nelson R Mandela School of Medicine, including student teaching, undergraduate and postgraduate exams. The successful candidates are required to participate in after-hours overtime work.
- ENQUIRIES APPLICATIONS** : Prof A Assounga: Tel No: (031)-2401324/0312401325
 : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be

advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.

- CLOSING DATE** : 03 April 2020
- POST 11/142** : **MEDICAL OFFICER: RADIOLOGY REF NO: MORAD/2/2020 (X 3 POST)**
Department: Radiology Department
Re advert. Medical Officers Who Have Completed Their Registrar Time In Radiology Need Not Apply.
- SALARY** : Grade 1: R821 205 per annum (All-inclusive Salary Package) excluding Commuted Overtime.
Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding Commuted Overtime.
Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding Commuted Overtime.
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: MBCHB Degree, Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Experience: No experience required after completion of Community Service. Appointment to **grade 1** requires 1 year relevant experience after registration as a Medical Practitioner with a recognised Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Salary Grade 3:** Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner The appointment to Grade 3 requires a minimum of 11 years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Skills, Knowledge, Training And Competency Required: Knowledge of Radiological Anatomy. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Completion of Community Service or one year as a Medical Officer in the case of Foreign Nationals.
- DUTIES** : Provide an efficient, effective general radiological medical officer service to facilitate imaging of IALCH patients. Ensure optimal health care consistent with the guidelines of practice of Radiology as outlined by the South African Society of Radiologists. Take an active role in training and research. Participation in commuted overtime is compulsory
- ENQUIRIES APPLICATIONS** : Dr K Amod Tel No :.(031) 240 1960
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations 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.
03 April 2020

CLOSING DATE

POST 11/143

MEDICAL OFFICER: ARV MOBILE TEAM

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

CENTRE REQUIREMENTS

Umgungundlovu District Office
Grade 1 NIL, **Grade 2** Five (5) years appropriate experience after registration with HPCSA as a Medical Practitioner post Community Service **Grade 3** Ten (10) years appropriate experience after registration with HPCSA as a Medical Practitioner post Community Service. Knowledge, Skills, Training and Competencies Required: - Sound knowledge of national ARV and TB Programmes. .Sound knowledge and clinical skills in Primary Health Care and General Medicine. Good communication skills and some knowledge of isiZulu. Knowledge and understanding of Medical Ethics and Batho Pele Principles. Ability to work as part of the ARV Mobile Clinic Team as well as mentoring and Daily consultation at ARV Mobile Clinic – ARV and TB patients. Currently consults at Cramond, Umlaas Road, Trustfeed, Hopewell and Mpolweni Ensure correct patient management through the implementation of quality standards, practice and treatment protocols. Improve support systems and the ARV and TB Disease Programmes. Form part of the Umgungundlovu PHC Medical Team.

ENQUIRIES APPLICATIONS

Dr T Kerry Tel No: (083) 409 2881
All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg 3200 or Hand Deliver to: 171 Hoosen Haffejee Street (Burg street)

FOR ATTENTION NOTE

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

CLOSING DATE

10 April 2020

POST 11/144

MEDICAL OFFICER REF NO: MOCARD/1/2020 (X 1 POST)

Department: Cardiology

SALARY

Grade 1: R821 205 per annum (All Inclusive Salary Package) excluding Commuted Overtime
Grade 2: R938 964 per annum (All-inclusive Salary Package) excluding Commuted Overtime
Grade 3: R1 089 693 per annum (All-inclusive Salary Package) excluding Commuted Overtime

CENTRE REQUIREMENTS

Inkosi Albert Luthuli Central Hospital and DFR
MBCHB Degree Registration with the Health Professions Council of South Africa as Medical Practitioner. Current registration as Medical Practitioner with HPCSA. Completion of Community Service. Experience: **Grade 1:** No Experience required from South African qualified employees. Must be registered as an independent medical practitioner with the HPCSA. One year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified

employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** 5 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** 10 year's appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills, Training and Competency Required: Knowledge and skills in clinical medicine, including acute emergency medicine. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiating, and planning, organizing and interpersonal skills.

DUTIES : Provision of Cardiology services based at IALCH. Management of patients in the Ward, CCU and Cardiac Clinics. Provision of afterhours (nights, weekends, public holidays) call for the department at IALCH. Manage designated areas of responsibility in the Cardiology Department. Active involvement in the administration of Cardiac Clinics and Wards to optimize patient care. Assist in the implementation of guidelines, protocols and clinical audits. Involvement in the teaching of Paramedical staff in the Department. Participate in the academic programme, including research.

ENQUIRIES : Prof DP Naidoo Tel No: (031) 240 2207/ (031)240 1910
APPLICATIONS : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

NOTE : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.

CLOSING DATE : 03 April 2020

POST 11/145 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: GS23/20**
 Component – Human Resource Department

SALARY : R733 257 per annum (Level 11) (all inclusive remuneration package)
CENTRE : Greys Hospital, Pietermaritzburg
REQUIREMENTS : National Diploma/Degree in Human Resource Management/Public Management and Administration/Human Sciences with majors in Human Resource Management Plus five (5) years managerial experience in Human Resource Management. Valid Driver's Licence Proof of current and previous experience in a HR environment endorsed by the HR Department or the relevant employer recommendation Certificates: MS Office Software Applications i.e. Ms Word, Excel, PowerPoint and Outlook Knowledge, Skills, Training and Competency Required: Project Management, Strategic and Operational Planning skills Develop an annual workforce plan within budgetary constraints. Broad knowledge of HR Practices/HR Development and planning, Employee Relations and Employee Health and Wellness programme Excellent Management, facilitation, communication and interpersonal skills Expert

		knowledge of legislative and policy framework informing the areas of operation Ability to work in a multi-disciplinary team at a senior management level.Ability to prioritise issues and other work related matters in order to comply with tight deadlines. Extensive knowledge of computerised personnel and salary systems (PERSAL), MS Packages and applications thereof.
<u>DUTIES</u>	:	Key Performance Areas: Overall Management of Human Resource Management Services in the Hospital Manage Human Resource Planning, Development and EPMDs in support of service delivery imperatives Manage Human Resource Provisioning and Practices in line with prevailing legislation prescripts and policies Manage the development, implementation and monitoring of a Human Resource Risk Management Plan in order to mitigate and eliminate risks Manage Labour Relations matters to ensure effective employment relations Manage the Employee Health and Wellness Programme in order to enhance employee productivity, safety and morale Advise managers and assist in the management of conduct and capability throughout the hospital. Advise managers on all aspects of HR Management, organizational and individual development, and staffing structures and reporting arrangements. Develop and implement effective HR Policies within guidelines set by the provincial health department Supervise HR Staff.
<u>ENQUIRIES</u>	:	DR KB Bilenge: Tel No: (033) 897 3321
<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
<u>FOR ATTENTION</u>	:	Mrs. M. Chandulal
<u>NOTE</u>	:	Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 19/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply. 3 April 2020
<u>CLOSING DATE</u>	:	3 April 2020
<u>POST 11/146</u>	:	<u>OPERATIONAL MANAGER NURSING GR 1 (SPECIALITY)-CRITICAL CARE NURSING REFNO: GS 21/20 (X 1 POST)</u> Adult Medical and Surgical Intensive Care Unit Component – Nursing
<u>SALARY</u>	:	R562 800 per annum Plus 13 th cheque, medical-aid (optional), Homeowners allowance (employee must meet the prescribed requirements)
<u>CENTRE</u>	:	Greys Hospital, Pietermaritzburg
<u>REQUIREMENTS</u>	:	Diploma/Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife A Post–basic nursing qualification in Critical Care Nursing Science with a duration of at least 1 year accredited with the SANC Current registration with the South African Nursing Council A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with the SANC in General Nursing At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining the one year post basic qualification in the relevant speciality. Recommendation At least 3 years of experience in a supervisor's capacity will be an advantage.Knowledge, Skills, Training and Competency Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Rules and Regulations. Sound knowledge of scope of practice. Good communication, leadership, interpersonal and problem solving skills Knowledge of Code of Conduct and Labour Relations Ability to function well within a team Conflict management and negotiation skills Decision making and problem solving skills Skills in organizing, planning and supervising Knowledge of Batho Pele Principles and Patients' Rights Charter
<u>DUTIES</u>	:	Key Performance Areas: Ability to provide professional leadership Coordinate optimal, holistic and specialized nursing care provided within the set standards

and a professional/legal framework Provision of Quality Nursing Care through the implementation of Standards, Policies and Procedures coupled with supervision and monitoring the Implementation thereof. To develop and ensure implementation of Nursing Care Plans. To participate in Quality Improvement Programs and Clinical Audits. Attend Mortality Meetings Monthly and ensure that avoidable factors are addressed. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients' Rights Charter principles. Provide a safe, therapeutic environment as laid down by the Nursing Act. Occupational Health and Safety and all other applicable prescripts. Monitor that appropriate immediate care to all patients that have been admitted to the Intensive Care Unit. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour relation issues according to the laid down policies and procedures. Manage and supervise effective utilization of all resources eg. Human, financial, material etc. Monitor and control the procurement, utilization and maintenance of equipment (and its accessories) needed for an intensive Care Unit. Implementation and management of Infection Prevention and Control protocols. Develop risk management strategies to mitigate factors that can harm patients including IPC guidelines and protocols. Monitor, report and investigate any patient safety incident and develop control measures. Participate in performance reviews i.e. EPMDS as well as student progress reports Participate and ensure implementation of National core Standards, National Health Priorities, Quality Improvement initiatives including national priority program plans

- ENQUIRIES** : MRS KT Mckenzie Tel No: (033) 897 3331
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs. M. Chandulal
- NOTE** : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 19/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.
- CLOSING DATE** : 3 April 2020
- POST 11/147** : **OPERATIONAL MANAGER NURSING GR 1 GENERAL) REF NO: GS 20/20 (X 1 POST)**
Component – Nursing: - Surgical Ward
- SALARY** : R444 276 per annum Plus 13th cheque, medical-aid (optional), Homeowners allowance (employee must meet the prescribed requirements)
- CENTRE** : Greys Hospital, Pietermaritzburg
- REQUIREMENTS** : Diploma/Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse Current registration with the South African Nursing Council A minimum of 7 years appropriate experience in nursing after registration as a Professional Nurse with the SANC in General Nursing Recommendation At least 3 years of experience in a supervisor's capacity will be an advantage. Knowledge, Skills, Training and Competency Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of SANC Rules and Regulations. Sound knowledge of scope of practice. Good communication, leadership, interpersonal and problem solving skills Knowledge of Code of Conduct and Labour Relations Ability to function well within a team Conflict management and negotiation skills Decision making and problem solving skills Skills in organizing, planning and supervising Knowledge of Batho Pele Principles and Patients' Rights Charter

DUTIES : Key Performance Areas: Ability to provide professional leadership Provision of Quality Nursing Care through the implementation of Standards, Policies and Procedures coupled with supervision and monitoring the Implementation thereof. To develop and ensure implementation of Nursing Care Plans. To participate in Quality Improvement Programs and Clinical Audits. To monitor waiting times for clinic areas and for elective cases Attend Mortality Meetings Monthly and ensure that avoidable factors are addressed. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients' Rights Charter principles. Provide a safe, therapeutic environment as laid down by the Nursing Act. Occupational Health and Safety and all other applicable prescripts. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour relation issues according to the laid down policies and procedures. Manage and supervise effective utilization of all resources eg. Human, financial, material etc. Implementation and management of Infection Prevention and Control protocols. Participate in performance reviews i.e. EPMDs as well as student progress reports Participate and ensure implementation of National Core Standards, National Health Priorities, Quality Improvement initiatives including national priority program plans.

ENQUIRIES : MRS KT Mckenzie Tel No: (033) 897 3331

APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200

FOR ATTENTION : Mrs. M. Chandulal

NOTE : Directions To Candidates: The following documents must be submitted: a) Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number/reference must be indicated in the column provided on the form Z83 e.g GS 19/20. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). African Males are encouraged to apply.

CLOSING DATE : 3 April 2020

POST 11/148 : **CLINICAL NURSE PRACTITIONER REF NO: SAHPISGAH 01/2020 (01 POST)**

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

CENTRE : ST Andrew's Hospital: Pisgah Clinic

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

DUTIES : To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply,

nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources.

ENQUIRIES : Mrs VV Ncume Tel No: (039) 4331955 EXT 286
APPLICATIONS : should be forwarded: The Chief Executive Officer. St Andrews Hospital, Private Bag x1010 Harding, 4680. or Hand Delivery: 14 Moodie Street, Harding 4680.
FOR ATTENTION : Human Resource Manager
NOTE : People with disability and African male are encouraged to apply
CLOSING DATE : 03 April 2020

POST 11/149 : **ASSISTANT MANAGER NURSING (GENERAL) REF. NO: NKAH 05/2020 (01 POST)**
 Department: Nursing Component

SALARY : R562 800 – R633 432.per annum Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed Requirements, 8% in-hospitable allowance

CENTRE : Nkandla District Hospital
REQUIREMENT : Senior Certificate (Grade 12). Degree/Diploma in nursing that allow registration with the Proof of registration with SANC as General Nurse and Midwife. A minimum of eight (08) years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nursing of which at least three (03) years of this period referred to above must be appropriate/recognizable experience at a management level. Current SANC receipt (2020) OR stamped proof of current registration by HR obtainable from SANC Website (E-Register). 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. Knowledge, Skills, Attributes and Abilities Ability to implement National Core Standards. Excellent communication skills, human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards. Basic computer literacy to enhance service delivery. Effective communication with patients, supervisors and other health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of labour relations and disciplinary procedures. Basic understanding of HR and financial policies and practices. Planning, organizing, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem-solving, disciplinary and co-ordination skills.

DUTIES : Key Performance Areas: Exercise overall control of all resources within the department especially in general wards i.e. general female and Male wards including TB wards. Identify needs, formulate Health Care Programme and oversee implementation thereof. Ensure implementation of clinical competencies and ensure that scientific principles of nursing process are maintained. Manage and supervise formulation of procedures specific to the area of responsibility and to ensure that they are keeping up with the current statutory regulations and guidelines as well as current codes of ethics. Contribute to the development of clinical management guidelines and protocols for management of patient level of care within available resources. Ensure proper use and control of all resources under his/her control, ensuring that operations remain within the budget. Willing to improve in order to manage in changing health environment. Ensure compliance with National Core Standard in Department under his/her authority. Monitor and supervise staff performance. Initiate and conduct audit in all allocated units. Assist with relief

		duties in other departments where the AMN concerned is off duty/leave. Work as a relief Matron for both day and night duty
<u>ENQUIRIES</u>	:	MRS. SJ Nguse Tel No: (035) 833 5047
<u>APPLICATIONS</u>	:	Applications should be directed to: The Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855 African Females are encouraged to apply
<u>FOR ATTENTION</u>	:	Mrs. SG Masikane
<u>NOTE</u>	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview.
<u>CLOSING DATE</u>	:	03 April 2020
<u>POST 11/150</u>	:	<u>ASSISTANT MANAGER NURSING (M& E) REF NO: MONT 02/2020</u>
<u>SALARY</u>	:	R562 800 per annum (Level 10) (OSD)
<u>CENTRE</u>	:	Montebello Hospital
<u>REQUIREMENTS</u>	:	Senior Certificate or Equivalent qualification. Degree/Diploma in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with SANC as General Nurse. A minimum of 08 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General nursing. At least 03 years of the period referred to above must be appropriate/ recognizable experience at management level. Current annual practicing certificate (2020 Receipt). Proof of current and previous experience endorsed by the Human Resource Department must be attached.
<u>DUTIES</u>	:	Administer and evidence results-based monitoring and evaluation system in the institution as well as feeder facilities within the Provincial M&E Framework and monitor research activities in the institution. Analyze data obtained from the source and other management information systems against indicators with a view to develop reliable performance profiles for verification and publishing of the prescribed Performance and other reports. Ensure that Institutional Plans are in place and aligned with the District Health Plan. Ensure planning, M&E support to all departments in the institution. Ensure the efficient and effective utilization of resources allocated to the component, inclusive of the development of staff. Ensure that quality control systems and plans are in place for use during inspection and auditing and to provide objective evidence of findings when conducting audits in accordance with the hospital and governing laws. Relieving in the matrons office that will include working one of the weekends in the matrons office.
<u>ENQUIRIES</u>	:	MRS BR Msomi Tel No: (033) 506 7000
<u>APPLICATIONS</u>	:	Should Be Forwarded To: The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236
<u>FOR ATTENTION</u>	:	Human Resource Manager

- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.
- CLOSING DATE** : 03 April 2020
- POST 11/151** : **OPERATIONAL MANAGER (GENERAL) REF NO: MAN05/2020 (01 POST)**
Institution: Manguzi hospital
- SALARY** : R444 276 per annum. Other Benefits: 13th Cheque, medical aid (optional), 12% ISRDS/Rural Allowance, Home owner allowance (employee must meet prescribed requirement)
- REQUIREMENTS** : Senior Certificate (Grade 12) Diploma/Degree in General Nursing plus Midwifery certificate Registration certificate with South African Nursing Council as a general nurse Minimum of 7years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC SANC Receipt/ or proof of payment for 2020 Proof of current and previous experience endorsed by Human resource (Certificate of Service) must be attached. Knowledge, Skills, Training and Competencies Required Knowledge of nursing care processes and procedures Knowledge of SANC Rules and Regulations and other relevant Legal Frameworks Knowledge of Quality Assurance programme Ability to formulate unit policies. Human resource management and basic financial management skills Leadership, supervisory and report writing skills Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving
- DUTIES** : Key Performance Areas/Kra's: To provide holistic nursing care to patients in a speciality unit in a cost effective, efficient and equitable manner. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Execute duties and functions with proficiency, in support of the vision, mission, nursing Objective and strategic objectives of the institution and to perform duties within prescripts of all applicable legislation. Maintain discipline and deal with grievances and Labour Relations issues in terms of laid down policies and procedures Ensure on-going education and staff training in TB, HIV HPT and Diabetes, etc. Promote implementation of Batho Pele Principles, Patients' Rights Charter and acceptable professional ethical standards within the applicable legal framework. Ensure efficient data flow and information management Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, occupational Health and Safety and all other applicable prescripts Exercise overall supervision, control and discipline in the unit To write EPMDS for the staff Ensure good Human resource and Financial Management including assets, stores items and pharmaceuticals Ensure clients and staff satisfaction Demonstrate knowledge of disciplinary procedures, grievance and conflict management
- ENQUIRIES** : Dr. M.Blaylock Tel No: (035) 5920150
- APPLICATIONS** : should be forwarded to: Assistant Director: HRM Manguzi District Hospital Private Bag x 301 KwaNgwanase 3973
- NOTE** : Directions to Candidates:-The following documents must be submitted:- Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website - www.kznhealth.gov.za must be

accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83.Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. 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/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/Work Permit holders must submit a documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications Failure to comply with the above instructions will result to your application being disqualified. NB. Those who applied previously are also encouraged to re-apply. Due to financial constraints S&T Claims will not be considered.

- CLOSING DATE** : 14 April 2020
- POST 11/152** : **CLINICAL PROGRAMME COORDINATOR- QUALITY ASSURANCE IN GENERAL NURSING STREAM REF NO: 01/2020**
- SALARY** : R444 276 per.annum plus 13th. Cheque, Rural Allowance (Provided the post Meets the requirements) Medical aid (optional), Home Owners Allowance (employee must meet prescribed requirements)
- CENTRE** : Zululand Health District office, Ulundi
- REQUIREMENTS** : Senior Certificate (Grade 12) Diploma/Degree in General Nursing and Midwifery. Current registration with South African Nursing Council (SANC) as a Professional Nurse. A minimum of 7 years appropriate/recognition experience in nursing after registration as a professional Nurse with the SANC in General Nursing. Proof of current or previous work experience endorsed and stamped by Human Resource. Valid driver's licence. Recommendation: Computer literacy: MS Office Software Applications. Knowledge, Skills, Training and Competences Required: Depth understanding of Nursing legislation and related legal and ethical nursing practices. Basic understanding of human resource and financial practice and policies. Promote quality of nursing care directed by the professional scope of practice and standard as determined by the relevant health facility. Good communication skills with parties. Management skills. Basic computer literacy as support tools to enhance service delivery
- DUTIES** : Conduct inspections to ensure that Quality Assurance plans are implemented and that practices are according to specified policy. Perform training and guidance activities to instil a culture of service delivery in all service areas within the district. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery at all district health institutions. Ensure that Quality Assurance committees are established, that these have quality improvement projects and that Identify best practice and implement significant change is recognised and rewarded. Interact with university and COHSASA role players to enhance the Quality Assurance procedures and practices. Perform quality improvement audits and survey monthly and report to senior management. Identify, facilitate and co-ordinate all Quality Improvement Plans. Ensure implementation of National Core Standard and Provincial initiatives (Patients Right Charter, Batho Pele programmes etc.) Ensure that all facilities conduct Patients Experience of Care and Waiting Times Surveys. Ensure that planning, co-ordination, implementation, monitoring and evaluation of the Quality Assurance programme within the district. Co-ordinate all aspects of Nation Core Standards/norms and standards including assessments and monitoring of activities to attain accreditation at all hospital and clinics. Co-ordinate NCS/Norms and Standards, ICRM and IHRM peer review assessments within the district, consolidate and submit reports thereof to the next higher levels as may be required. Conduct district quality assurance meetings/workshops and attend provincial quality assurance meetings/workshop. Provide training and update clinical and non-clinical staffs

on quality assurance issues. Ensure that clinical and nursing audits are conducted at all institutions to evaluate the quality patient care rendered. Participate in adverse events, complaints and various other related committees to improve quality. Ensure all facilities conduct Patient Experience of Care and Waiting Times surveys. Co-ordinate Batho Pele and good governance programmes. Co-ordinate activities for service excellence. Support all facilities to ensure the attainment of quality compassionate patient care.

- ENQUIRIES** : SM Cebekhulu- Tel No: (035) 8740602
- APPLICATIONS** : KwaZulu-Natal Zululand Health District Office, Private Bag x 81 Ulundi3838, King Dinuzulu High way LA Building Ground floor Ulundi 3838 Tel No: (035) 8740634
- FOR ATTENTION** : Mrs GC Buthelezi
- NOTE** : Applications must be submitted with a signed and dated Z83 Form, obtainable from any Public Service Department, and must be accompanied by a detailed CV, together with originally certified copies of your qualification including an academic record for all relevant qualification and a Matric certificate. Kindly attach an originally certified copy of a Driver's licence if required and your ID/Passport. Applicants must provide original Service records for all relevant experience, proof of management experience (where it is a requirement), job description for current position and a letter from the respective Human Resources for occupying acting positions It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. Candidates will be subjected to the verification of qualifications, reference checks as well as a criminal record check and competency assessment. Person with disabilities should feel free to apply for the post. Please note that due to financial constraints, no subsistence and travelling payment will be considered to candidates that will be invited to the interview.
- CLOSING DATE** : 03 April 2020
- POST 11/153** : **PROFESSIONAL NURSE- SPECIALITY: MATERNITY: REF NO: MONT 03/2020**
- SALARY** : Grade 1: R383 226 per annum
Grade 2: R471 333 per annum (Level 9)
- CENTRE** : Montebello Hospital
- REQUIREMENTS** : Senior Certificate/Grade 12 or equivalent qualification, Degree/Diploma in General Nursing and Midwifery. A Post Basic qualification with a duration of at least one year accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. Current registration with SANC as a General Nurse and Midwife. 2020 SANC Annual practicing certificate (2020 receipt).Proof of current and previous experience endorsed by Human Resource Department.Experience **Grade 1:** A minimum of 04 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least ten years of the period referred to above must be appropriate/recognizable experience in the Maternity after obtaining the 1-year post basic qualification in Midwifery and Neonatal Nursing Science. Certificates of service must be attached as proof of experience.
- DUTIES** : Perform clinical nursing in accordance with the scope of practice and nursing standards. To execute duties and functions with proficiency in support of the aims and strategic objectives of the institution and to perform duties/functions within the prescripts of all applicable legislation. Maintain client satisfaction through quality service, innovation and professional nursing care by upholding the principles of Batho Pele and the standards set by the accreditation process. Ensure provision of educational services to clients. Ensure proper utilization of resources and exercise care of the Government Property. Plan and organize services to ensure cost effective use of resources. Assess staff requirements based on workload. Compile and analyze monthly statistics and use the information for future planning. Maintain clinical competence by ensuring that specific principles of nursing care are within the legal requirements. To provide holistic nursing care to patients in a speciality unit in a cost effective, efficient and equitable manner. Maintain clinical competence by ensuring that scientific

principles of nursing care are implemented. Execute duties and functions with proficiency, in support of the vision, mission, nursing objective and strategic objectives of the institution and to perform duties within prescripts of all applicable legislation. Ensure ongoing education and staff training in PMTCT, BFHI, etc. Provision of quality maternal and neonatal care through setting of standards. Maintain accurate and complete patient records. Participate in Health Promotion and illness prevention initiatives. Participate in the formulation and analysis of Policies and Procedures and ensure that these are in accordance with current statutory regulations and guidelines. Assist unit manager with overall management and support for effective functioning of the unit. Attend sub district perinatal. Conduct clinical audit and compile summary report. Ability to work independently in all sections of the unit. Ensure utilization of maternity and neonatal guidelines and protocols. Participate in the implementation of priority programs and strategies to reduce morbidity and mortality rates To take charge of the unit during the absence of Operational Manager in charge and to manage the unit accordingly.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

: MS N Ngceza Tel No: (033) 506 7000
 : The Chief Executive Officer: Montebello Hospital, P/Bag x506, Dalton, 3236
 : Human Resource Manager)
 : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

CLOSING DATE

: 03 April 2020

POST 11/154

: **PROFESSIONAL NURSE SPECIALITY- ADVANCED MIDWIFERY AND NEONATAL NURSING CARE REF: MAN06/2020 (02 POSTS)**
 Institution: Manguzi Hospital

SALARY

: Grade 1: R383 226 – R444 276 per annum
 Grade 2: R471 333 – R579 696 per annum Other Benefits 13th Cheque, medical aid (optional), 12% ISRDS/Rural Allowance, Home owner Allowance (employee must meet prescribed requirement)

REQUIREMENTS

: Senior Certificate/ Matric or equivalent Degree/Diploma in General Nursing and Midwifery. A Post Basic Nursing qualification with a duration of at least one year accredited with SANC in Advance Midwifery Current registration with SANC as General Nurse and Midwife (2020 receipt) Experience **Grade 1:** A minimum of 04 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least ten (10) years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the 1year post basic qualification in the relevant speciality NB: Certificates of service must be attached as proof of experience. Knowledge, Skills Training and Competencies Knowledge of Public Service policies Act, and Regulations Knowledge of Labour Relation Act, disciplinary and grievance procedure. Knowledge of Nursing Act, Occupational Health and Safety Act of 1995 Knowledge of National Core Standard, Batho Pele Principle and Patient's Right Charter

		<p>Presentation and facilitation skills, assertiveness and diplomacy. Good supervisory and management skills. Basic understanding of HR and financial policies and procedures.</p>
<u>DUTIES</u>	:	<p>Key Performance Areas: To provide holistic nursing care to patients in a speciality unit in a cost effective, efficient and equitable manner. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Execute duties and functions with proficiency, in support of the vision, mission, nursing objective and strategic objectives of the institution and to perform duties within prescripts of all applicable legislation. Maintain discipline and deal with grievances and Labour Relations issues in terms of laid down policies and procedures. Ensure on-going education and staff training in EMTCT, BFHI, ESMOE etc. Provision of quality maternal and neonatal care through setting of standards. Ensure proper utilization of resources and exercise care over Government property. Maintain accreditation standards through quality improvement and infection control. Maintain accurate and complete patient records. Participate in Health Promotion and illness prevention initiatives. Participate in the formulation and analysis of Policies and Procedures and ensure that these are in accordance with current statutory regulations and guidelines. Assist unit manager with overall management and support for effective functioning of the unit Participate in the implementation of priority programs to reduce morbidity and mortality rate, communicable and non-communicable diseases. Ensure the use of Maternal and Child updated protocols, guidelines in the hospital.</p>
<u>ENQUIRIES</u>	:	Mrs. Z.V Tembe Tel No: (035) 5920150
<u>APPLICATIONS</u>	:	should be forwarded to: Assistant Director: HRM Manguzi District Hospital Private Bag x 301 KwaNgwanase 3973
<u>NOTE</u>	:	<p>Directions to Candidates:-The following documents must be submitted:- Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website - www.kznhealth.gov.za must be accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83. Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies. 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/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications Failure to comply with the above instructions will result to your application being disqualified. NB. Those who applied previously are also encouraged to re-apply. Due to financial constraints S&T Claims will not be considered.</p>
<u>CLOSING DATE</u>	:	14 April 2020
<u>POST 11/155</u>	:	<u>ASSISTANT MANAGER-LABOUR RELATIONS REF NO: UMZIN 02/2020</u>
<u>SALARY</u>	:	R376 596. per annum (Level 09) Other Benefits 13th cheque Medical aid: Optional Homeowner's allowance: Employee must meet prescribed requirements.
<u>CENTRE</u>	:	Umzinyathi Health District Office
<u>REQUIREMENTS</u>	:	Bachelor's Degree/ National Diploma in Human Science.3 year's supervisory experience in Human Resource Component. Valid Driver's License Proof of Computer Literacy – Ms Office (Word, Excel, Outlook & PowerPoint) Attach Proof of previous and / or Current Employment verified, signed and stamped by HR Department/Employer. Knowledge, Skills and Competencies Required Sound knowledge of Human Resource Management with emphasis on Staff Relations. In-depth knowledge of Legislative Prescripts. Good Verbal and communication skills and report writing skills. Computer literacy with

knowledge of Persal system. Sound analytical thinking, good interpersonal, problem solving and decision-making skills.

DUTIES : Key Performance Areas Manage the functioning of Staff relations in the District in order to ensure the provision of highly quality services. Maintain and promote sound Staff Relations within the District and ensure the adherence to the Labour Relations Act, Basic Conditions of Employment Act and other relevant legislative prescripts. Deal with grievance, discipline and misconduct cases in terms of laid down policies and procedures. Investigate and preside over disciplinary inquiries. Prepare reports and Monthly statistics for management on staff relations issues.

ENQUIRIES : Mr. PN Shezi Tel No: (034) 2999 110

APPLICATIONS : should be forwarded To The Human Resource Manager 34 Wilson Street Umzinyathi Health District Office Dundee Private Bag X 2052 3000 Dundee 3000

FOR ATTENTION : Ms. M Ngwenya

CLOSING DATE : 09 April 2020

POST 11/156 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: OSI HRM 01/2020 (01x POST)**

SALARY : R376 596 per. annum, Other Benefits: 13TH Cheque, Medical Aid (Optional) & Housing Allowance (Allowance must meet Prescribed requirements)

CENTRE : Osindisweni District Hospital, Verulam

REQUIREMENTS : Senior Certificate STD 10/Grade 12, Degree/National Diploma in Human Resource Management/Public Management or Equivalent Qualification. Experience: 3-5 years in Human Resource Component, of which three (03) years must be Supervisory Level. A valid driver's license code B (08). Proof of current and previous work experience endorsed and stamped by Human Resource Manager.

DUTIES : Manage Human Resource Planning, development and EPMDS in support of service delivery imperatives. Ensure the development and implementation of human resource employment equity and workplace skills plan for the Institution in consultation with all stakeholders. Participate in and provide inputs in Institutional strategic and operational planning and reporting sessions. Coordinate all HRD programmes and activities. Manage Human Resource Provisioning and practices in line with prevailing legislation prescripts and policies. Monitor human resource records and document management system. Ensure effective leave management system. Manage Labour Relations matters to ensure effective employment relations. Ensure the coordination of Institutional Management Labour Committee meetings. Ensure training of staff on Labour Relations. Create awareness of Labour relations within the Institution. Ensure compliance with grievance, mediation and arbitration proceedings. Manage the Employee Health and Wellness Programme in order to enhance employee productivity, safety and morale. Ensure coordination of Institutional Employee Health and Wellness Committee Meeting (IEHWCM). Ensure training of staff on Employee Health and Wellness Programme within the Institution. Supervise staff and manage Human Resource Risk areas and assets. Manage EPMDS. Manage staff development. Management of staff leaves utilization. Ensure the effective utilization of resources including assets allocated to human resource Component. Provide advice and guidance to all officials in the Institution. Ascertain/substantiate possible discipline.

ENQUIRIES : Mr. J.N Shabane: Tel No: (032) 541 9201

APPLICATIONS : Applications to be forwarded to: The Chief Executive Officer, Osindisweni District Hospital, Private Bag X15, Verulam, 4340.

CLOSING DATE : 09 April 2020

POST 11/157 : **ASSISTANT DIRECTOR: FINANCE MANAGEMENT REF NO: OSI FIN 02/2020 (1X POST)**

SALARY : R376 596 per.annum, Other Benefits: 13th Cheque, Medical Aid (Optional) & Housing Allowance (Allowance must meet Prescribed requirements)

CENTRE : Osindisweni District Hospital, Verulam

REQUIREMENTS : Senior Certificate STD 10/Grade 12, Degree/National Diploma in Financial Management or Equivalent Qualification. Experience: 3-5 years in Finance/Supply Chain, of which three years must be a Supervisory level. A valid driver's license B (08). Proof of current and previous work experience endorsed and stamped by Human Resource Manager.

DUTIES : Improve Financial Management for the hospital and Clinic. Facility has an effective cash flow management system. % of budget spent according to projection. Facility has an approved Procurement Plan. Ensure department meets its strategic objectives and Budget is aligned to APP. Improve Supply Chain Management. Approved Bid Committee to ensure effective SCM processes. Ensure that good and services are procured in a cost effective way. Facility conducting quarterly and annual stock take and timeously submission of report to Provincial SCM. Maintain adequate availability and efficient utilization of staff in the finance section. Recruitment and selection and placement of personnel in his/her section. Staff performance assessed in terms of departmental performance management system. Staff trained and developed to improve efficiency, accuracy and performance of the component. Compliance with PFMA, Treasury Regulations, Public Service Act and Regulations. Conduct internal audit and risk management. Ensure that adequate policies, system and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilization. Timeous updating of bin and ledger cards to avoid stock losses. Cases of fraud or corruption are timeously disclosed to Accounting Officer. Disclosure of interest/ conflict of interest at appropriate structures/times, for e.g SCM committees. Develop, implement and monitor measures designated to optimize the collection of revenue. Checking cash analysis for accuracy and elimination of risk. Ensure revenue reconciliation statements are reported monthly. Advocating the use of all follow up procedures for recovering outstanding fees before accounts can be considered for write-off

ENQUIRIES : Mr. J.N Shabane: Tel No: (032) 541 9201

APPLICATIONS : Applications to be forwarded to: The Chief Executive Officer, Osindisweni District Hospital, Private Bag X15, Verulam, 4340.

CLOSING DATE : 09 April 2020

POST 11/158 : **RADIOGRAPHER DIAGNOSTIC REF. NO: RADDIAG/1/2020 (01 POST)**
Department: Diagnostic Imaging

SALARY : Grade 1: R317 976 per annum, Plus 13th Cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements.
Grade 2: R372 810 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirement
Grade 3: R439 164 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirement.

CENTRE : IALCH

REQUIREMENTS : An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer (Independent practice). **Grade 1:** No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum 10 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 11 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. **Grade 3:** Minimum 20 year relevant experience after registration with the HPCSA as a Radiographer – Diagnostic Imaging in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 21 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Knowledge, Skills Training and Competencies Required: Working knowledge of radiography principals, systems and procedures. Sound knowledge of radiation safety regulations. Sound knowledge of diagnostic radiography equipment and protocols. Knowledge of relevant public service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of relevant Health and Safety regulations. Good communication and sound interpersonal skills.

- DUTIES** : Perform clinical radiographic duties in a completely digital radiology department that offers a 24 hour radiology service whilst adhering to the departmental policies & procedures. Perform imaging examinations whilst adhering to radiography protocols, practices, and techniques. Participate in the radiation protection and quality assurance program while adhering to the safety protocols and quality standards in compliance with the Department of Health policies and procedures. Required to produce good quality images in all diagnostic modalities which include CT scanning. Perform overtime duties as required.
- ENQUIRIES** : Mrs B V Mfeka Tel No: (031) 240 1950
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please Note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.
- CLOSING DATE** : 03 April 2020
- POST 11/159** : **ASSISTANT DIRECTOR-FINANCE & SCM REF NO: ITSH 4/2020 (1 POST)**
- SALARY** : R376 596 per annum, other benefit: 13th cheque, Housing Allowance (employee must meet the prescribed requirement) and Medical Aid (optional)
- CENTRE** : Itshelejuba Hospital
- REQUIREMENTS** : Senior Certificate STD 10/ grade 12. Degree/National diploma in Financial Management or equivalent qualification. 3-5 years in finance/Supply Chain, of which three (03) must Supervisory level. A valid driver's license code 10. NB proof of work experience signed by human resource section must be attached. Knowledge, Skills and Competence Requires: Good sound knowledge of public service policies, Regulations and legislations, managing staff, compilations of statistics, training and development Staff. Good listening. Writing and communication skills. Computer literacy, good decision making and leadership skills, nd knowledge of all financial management prescripts.
- DUITES** : Key Performance Areas: Improve financial management for the hospital and clinics. Ensure that facility has effective cash flow management system. Ensure that facility has an approved procurement plan and improve supply chain management. Approved bid committee to ensure effective SCM processes. Ensure that goods and services are procured in a cost effective way. Conduct internal audit and risk management. Ensure that staff is trained and developed to improve efficiency, accuracy and performance of the component. Compliance with PFMA, Treasury regulations and Public service act regulations. Ensure that adequate policies, system and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilization. Facility conducting quarterly and annual stock take and timeously submission of report to provincial SCM. Timeous updating of bin and ledger cards to avoid stock losses. Cases of fraud or corruption are timeously disclosed to accounting officer, % of budget spent according to projection, advocating the use of all follow up procedures for recovering outstanding fees before accounts can be considered for write- off. Staff performance assessed in terms of departmental performance management systems. Develop, implement and monitor measures designated to optimize the collection of

revenue. Ensure that department meets its strategic objectives and budget is aligned to APP.

ENQUIRES APPLICATIONS : All enquiries should be directed to Mrs T.M Vilakazi Tel No: (034) 413 4000
: All applications must be addressed to Itshelejuba Hospital Private Bag x0047 Pongola 3170

NOTE : An application for employment form (z83) must be completed and forwarded. This is obtainable from any Public Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, STD10, educational qualifications, certificate of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your C.V. original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations for the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the z83, e.g. ref ITSH 4/2020. Please note that failure to comply with the above instruction will be disqualify applicants. Please note that the selected candidate will be subjected to pre-employment screening and verification process. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful .please note that due to financial constraints, there will be no payments of S & T claims.

CLOSING DATE : 03 April 2020

POST 11/160 : **HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE DEVELOPMENT AND PLANNING REF NO: UMZIN 03/2020**

SALARY : R316 791 per annum (Level 08) Other Benefits: 13th cheque Medical aid: Optional Homeowner's allowance: Employee must meet prescribed requirements.

CENTRE REQUIREMENTS : Umzinyathi Health District Office
: For the Post Bachelor's Degree/ national Diploma in Human Resource Management.3 years supervisory experience in Human Resource Development and Planning. Valid Driver's License Proof of Computer Literacy – Ms Office (Word, Excel, Outlook & Power Point) Attach Proof of previous and /or Current Employment verified, signed and stamped by HR Department/ Employer. Knowledge, Skills and Competencies Required: Accomplish key tasks within a specified timeline. In-depth knowledge of Legislative Prescripts. Good Verbal and communication skills and report writing skills. Computer literacy with knowledge of Persal system. Sound analytical thinking, good interpersonal, problem solving and decision- making skills.

DUTIES : Key Performance Areas: Developing a Workplace Skills Plan (WSP) and WSP Implementation Plan for the District office by determining training requirements, consolidating the WSP and WSP Implementation Plan for the District, coordinating the implementation of the WSP and maintaining a database for all training Compile Quarterly and annual Training Reports for the District Office and consolidating the District reports Administer and coordinate Performance Management and Development (PMDS) to ensure departmental deadlines are honoured and evaluations are conducted timeously. Manage PMDS training for District office components. Coordinate the development and implementation of the Human Resource Plan Co-ordinate and monitor the implementation of HRD strategies/projects in the District:- Internships, Bursaries, Workplace Integrated Learning, Induction programs and training programs Support, train and mentor officials within the District office to ensure that policy imperatives and practices are implemented. Ensuring the day to day functioning of Human Resource Planning and Development Component in the District Office

ENQUIRIES APPLICATIONS : Mr. PN Shezi Tel No: (034) 2999 110
: should be forwarded to The Human Resource Manager 34 Wilson Street Umzinyathi Health District Office Dundee Private Bag X 2052 3000 Dundee 3000

FOR ATTENTION CLOSING DATE : Ms. M Ngwenya
: 09 April 2020